

KMS Director

Knoxville Montessori School

4311 Kingston Pike; Knoxville TN 37919

The Knoxville Montessori School, the longest operating Montessori School in Knoxville, is looking for an Operations Director to continue our tradition of excellence and growth in the classroom and the community. Knoxville Montessori School is a 501(c) nonprofit.

This position requires a positive leader who is committed to the Montessori philosophy, enjoys working with others, and is driven to support teachers, parents, and students to continually grow and improve. This person must also be experienced in the operational aspects of running a business.

As the Director, this position will provide leadership to the entire campus team. This position will ensure that the school provides a high-quality learning experience for children, exceptional customer service to parents, and a supportive and collaborative work environment for staff.

Responsibilities include, but are not limited to:

- Continuing and improving the school's strategic plan
- Creating a strong culture that embodies the mission of the organization
- Building a strong community with staff, parents and children
- Maintaining a balanced budget
- Ensuring enrollment targets are met
- Hiring/Managing staff member
- Assisting in the development of teachers and other staff members
- Resolving challenging student/parent issues
- Managing the facility and working with staff and board members for improvements as needed
- Overseeing and increasing fundraising campaign

Qualifications:

- 5+ years of experience as a Montessori teacher and/or administrator, director or principal
- 5+ years of leadership experience in another industry paired with a clear passion for education
- Montessori diploma or certification preferred
- Excellent verbal, written, and interpersonal skills with the ability to initiate and maintain working relationships with all levels of staff, suppliers, and parents
- Excellent organizational skills and attention to detail
- Ability to maintain strong sense of community
- Computer literacy in Office Word, Excel, Outlook and web-based applications.

How to Apply: Send resume with contact information for three references and salary requirements to s.roberts@knoxvillemontessori.org

The Knoxville Montessori School

The Knoxville Montessori School is a nonprofit private school that provides high-quality child-centered education to children from preschool through 5th grade.

Founded in 1966, KMS is widely recognized for its nurturing environment, high academic standards, experienced teaching staff, and diverse student body.

KMS is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.