



Montessori School of Cheyenne

Where exploration fosters a love of learning.

Director Position

The Montessori School of Cheyenne (MSC), the only school in Cheyenne, Wyoming accredited through The American Montessori Society, is a non-profit organization serving children 14 months to six years old. Since 1978, MSC has been nurturing children in a loving, caring and enriched environment while teaching them to respect others, nature and themselves.

MSC is seeking a Director who will inspire and lead a team of passionate teachers, build relationships with families, and instill an internal love for learning in the students. This is a unique opportunity to cultivate leaders, build character, and champion the growth of MSC's staff and students.

The Director will have the responsibility for oversight of staff, curriculum, daily operations, and grounds. Additional responsibilities include

- Ensure MSC students and staff members enjoy a safe and nurturing environment through compliance with DFS and STARS
- Coordinate and facilitate training and educational opportunities to foster staff growth and development
- Represent the MSC brand in the community, to include fundraising, marketing and introducing new families to the Montessori philosophy
- Support MSC's mission to provide excellence in education through open communication, trust and support
- Develop and maintain relationships with families through positive interaction and effective communication
- Manage budget through monitoring expenses and generating invoices

The ideal candidate has:

- Bachelor's degree or higher in education or business management
- Experience working with children
- A warm and positive demeanor
- Exceptional leadership and communication skills
- A proactive spirit, high motivation, and the ability to work independently
- A demonstrated habit of accuracy and reliability

Preferred:

- Montessori Certification
- 3 to 5 years management experience
- Fundraising/Marketing experience

Benefits:

- Health Insurance
- 401K
- PTO available