



Montessori Director

Community Overview

Christ Church: Mission Statement

Our Mission is to bring God and people together to know and live the Good News of Jesus Christ.

The Christ Church Children's Center: Mission Statement

The mission of the Christ Church Children's Center is to provide children, youth, and their families with an extraordinary formational experience dedicated to the development and maturation of the whole child – mind, body, and spirit – by embracing Episcopal traditions of academic excellence, spiritual development, mutual respect, individual responsibility, and care for neighbor, community, and creation.

About Christ Church and The Christ Church Center for the Child

Christ Church is a lively, progressive congregation in the Anglican tradition, and lives fully the riches of our liturgical, spiritual, and theological heritage in witness and service to our wider community. We are a welcoming, compassionate, and inclusive community called *to bring God and people together to know and live the Good News of Jesus Christ*.

With activities spanning the week, the community of Christ Church engages in regular formation for children and adults, serves our community with our local partners, gathers as a diverse community comprised of young families and empty-nesters, single moms and partnered couples, working women and men and retirees, and worships God accompanied by the beauty of the Christ Church Choir. Our Church home, the Christ Church campus, includes a 95-year-old English-Gothic church, parish hall, choir room, and office wing, and a modern, 3-floor Education wing, which combine to provide for the expanding ministry of Christ Church.

About The Christ Church Children's Center

Building on a historic foundation of Christian Formation, and longstanding daycare programs, Christ Church looks to expand our offerings to include a new 3-classroom Montessori program. In collaboration with the Rector and Development Committee, the Montessori Director will be responsible for the development and launch of a new innovative Montessori preschool program at the Christ Church Children's Center. Following the launch, the Director will be responsible for providing on-going leadership and development for the program.

This exciting opportunity will be perfect for someone who possesses an entrepreneurial spirit, exceptional organizational, leadership, and administration skills, experience in Montessori program development, and a heart for children.

For more information, please contact Fr. Drew Van Culin at rectoroffice@christchurchgp.org



Montessori Director

Summary Description

Position: Montessori Director
Area: Christ Church Children's Center
Status: Full-time, Exempt
Reports To: Associate for Children, Youth, and Family Ministry

Summary:

Building on a historic foundation of Christian Formation, and longstanding daycare programs, Christ Church looks to expand our early education and childcare offerings to include a new 2- to 3-classroom Montessori program. In collaboration with the Rector and Development Committee, the Montessori Director will take over leadership for the current Parent's Day Out program while working to development and launch of a new innovative Montessori preschool program at the Christ Church Children's Center. Following the launch, the Director will be responsible for providing on-going leadership and development for the comprehensive childcare and early education program.

This exciting opportunity will be perfect for someone who possesses an entrepreneurial spirit, exceptional organizational, leadership, and administration skills, experience in Montessori program development, and a heart for children.

For more information, please contact Fr. Drew Van Culin at rectorsoffice@christchurchgp.org.



Montessori Director

Ministry Description

Position Overview

The Montessori Director will take over leadership for the current Parent's Day Out program while working to development and launch of a new innovative Montessori preschool program at the Christ Church Children's Center. Following the launch, the Director will be responsible for providing on-going leadership and development for the comprehensive childcare and early education program.

Anticipated Timeline & Growth Plan

- Employment Start ASAP
- Phase 1 [Fall 2026] Maintain Current *Parent's Day Out* Program
Launch Montessori Classroom 1
- Phase 2 [Spring 2027] Launch Montessori Classroom 2
- Phase 2 [Fall 2027] Launch Montessori Classroom 3

Accountability

Reports directly to the Associate for Children, Youth, and Family Ministries.

Collaboration

Montessori Director will work closely with both the church staff and the Montessori team.

Duties and Responsibilities

Program Development & Implementation

- Implement the school's strategic plan in collaboration with the Development team.
- *Parent's Day Out*: Maintain and enrich current program.
- *Montessori Classrooms*: Design and oversee an educational program that ensures the classroom programs and environments are authentic to the Montessori philosophy and meet the developmental needs of young children.
- Procure all required Montessori materials and furnish the classrooms to create a beautiful, orderly, and welcoming "prepared environment".
- Manage the process for obtaining necessary accreditation (e.g., American Montessori Society [AMS] or Association Montessori Internationale [AMI]).

Staff recruitment and leadership

- Lead the recruitment, hiring, training, and on-going evaluation of all staff, including lead teachers and assistants.
- Model best practices and mentor the teaching team to ensure high-quality, authentic Montessori education in every classroom.
- Foster a collaborative and supportive culture of continuous improvement among all staff and aligned with Montessori philosophy.
- Guide curriculum and teaching by working with teachers and staff to ensure the curriculum is robust and meets the developmental needs of the students.
- Provide ongoing professional development and support to teaching staff.



Montessori Director

Program Administration and Management

- Develop and manage the school's budget to ensure financial sustainability.
- Oversee all daily school operations and administrative functions.
- Ensure full compliance with state and local licensing regulations and health and safety standards.
- Manage staff schedules, including potentially covering for staff when needed.
- Create necessary policies and procedures that support smooth daily operations.

Community Engagement

- Develop and drive all enrollment strategies and marketing efforts, including website development, admissions materials creation, and conducting open houses.
- Build strong relationships with current and prospective families by clearly articulating the benefits of a Montessori education.
- Act as the primary Representative for the school, engaging with the community (of Christ Church and Grosse Pointe) to build a sense of shared purpose and support.
- Coordinate with the Associate for Children, Youth, and Family Ministry on program integration and facility needs.

Parent Engagement

- Create and maintain strong relationships with families through regular parent education and communication
- Host orientation sessions and workshops to help families understand the Montessori philosophy.
- Develop effective strategies for parent communication and involvement in school life.

Other Duties

- To carry out such reasonable directions of the Associate for Children, Youth, and Family Ministry as may from time to time be given.

Classification: Full-time – Exempt

Reports to: Associate for Children, Youth, and Family Ministry

Reviewed _____
Employee Date

Reviewed _____
Supervisor Date



Montessori Director

Qualifications and Requirements

Essential Requirements

- Montessori Certification (AMI or AMS) for Early Childhood/Primary (3-6)
- Bachelor's Degree in Education, Child Development, or related field preferred
- Minimum 3-5 years of Montessori preschool teaching experience
- Leadership and Administration Experience in educational settings, preferred in preschool or childcare settings
- Strong understanding of preschool child development and Montessori philosophy
- State of Michigan teaching license or ability to obtain
- Strong project management and organizational skills with attention to details.
- Ability to sit and work at child height for extended periods
- Ability to lift classroom materials and children when necessary (up to 40 pounds)
- Ability to maintain active supervision during outdoor play and respond quickly to ensure child safety.

Preferred Qualifications

- Program Development experience, particularly in startup environments
- CPR and First Aid certification
- Master's degree in early childhood education or related field
- Additional Montessori training or specialty certifications
- Experience supporting children with diverse learning needs
- Positive guidance and classroom management training
- Parent Communication skills and family engagement experience
- Budget Management and financial planning experience
- Bilingual capabilities

Personality and Personal Development

- Profound respect for young children as capable individuals
- Maintains patience and emotional regulation during challenging moments
- Shows attention to detail in material presentation and environment preparation,
- Exhibits strong observational skills
- Commits to ongoing professional growth in Montessori education.
- Strong work ethic.
- High level of discretion in dealing with confidential matters.
- Dependable and trustworthy.
- Friendliness and courteousness in dealing with all people.



Montessori Director

Compensation and Benefits

Status and Schedule

- Full-time Exempt
- 40-hour work week (Monday through Friday)

Benefits

- Professional Development \$1,000 / year
- Medical, Dental, Vision Consumer Driven Health Plan (CDHP) and funded Health Savings Account (HSA) provided for employee and family through Christ Church insurance plan
- Vacation 4 weeks
- Retirement Christ Church Defined Benefit Pension Plan
Annual Qualifications: 1000+ hours per year
Vesting: 5 years meeting annual qualifications