



Intercultural

Montessori Language School

Employment Opportunity

Early Childhood Program Director

[Intercultural](#) is a Dual Language AMS Accredited Montessori School for students ages 2 through the 8th Grade. Our unique program combines dual language education with the Montessori approach. We develop global citizens ready to succeed in the multicultural, multilingual world of the future. The school is located in Chicago's West Loop Neighborhood. Our school is a diverse international community and a wonderful place to work!

Job Description

Intercultural is seeking an individual to oversee our Early Childhood and Two-Year-Old (Little Apples) Programs. The individual must have expertise in Montessori Education. The individual will support, supervise and evaluate all lead and assistant teachers for these programs. The individual will collaborate with the English Literacy Instructor, Oak Park Campus Director and Elementary & Middle School Director to bring continuity and help with transitions. The individual will build and maintain strong relationships with prospective and current parents playing an active role in the admission and enrollment process. The individual will carry out Intercultural's educational mission and policies as established by the Head of School.

Reporting

- Collaborate with the Head of School about the needs and operation of the Early Childhood academic program.
- Serves as the chief communicator between teaching staff, faculty, Head of School and parent community for Early Childhood and Little Apples.
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Planning and Analyses

- Ensure that the programs are consistent with the values and teaching styles of the Montessori approach to education.
- Develop and execute strategic plans to improve the Montessori academic program.
- Remains abreast of trends and research in Montessori education.
- Encourage external comparison or collaboration with similar Montessori Institutions.
- Assure that the curricular scope and sequence and instructional strategies reflect the school's goals.
- Ensure proper record keeping is taking place in all classrooms.



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Personnel and Support

- Establishes productive working conditions, training and development of a professional faculty.
- Consistently work towards establishing an atmosphere of team building and planning.
- Fosters good relationships and identifies personnel problems as early as possible.
- Ensures that school policies and procedures are followed.
- Works to promote harmonious relationships between students, faculty and administrators.
- Facilitates meetings between faculty and families as needed.
- Supports the faculty with preparation for parent education evenings.
- Ensures an aesthetically attractive and clean environment.

Interpersonal Skills

- Clear communicator
- Can successfully manage and resolve conflict
- Strong organizational and multitasking skills
- Works effectively as a team member
- High ethical standards and maintains confidentiality
- Demonstrates professionalism in all settings
- Demonstrates respect working with adults and children
- Flexible, understanding, positive and patient
- Adherence to good personal hygiene
- Sensitive to childrens' socioeconomic, cultural, ethnic and religious backgrounds and individual needs and capabilities

Qualifications

- Bachelor's Degree
- MACTE Montessori certification
- Bilingual or believes in the value of a bilingual education
- CPR and First Aid Certification

Benefits

- Competitive Salaries
- Medical, Dental, Vision and Life Insurance
- 401K Retirement Plan
- Paid time, holidays and sick time
- Professional Development Assistance

Interested candidates submit their resume to careers@interculturalmontessori.org