

# Montessori School of Wild Pines Executive Director Job Description

Position Title: Executive Director  
Supervisor: Reports to the MSWP Board of Directors  
FLSA Status: Exempt Employment  
Status: Full-Time; At-Will

## Position Overview

The Executive Director (ED), also referred to as the Head of School (HOS), is the chief strategist and visionary leader of the school. The ED is responsible for the overall institutional health, including long-term financial sustainability, and strategic growth. The ED maintains ultimate oversight of all school operations, personnel management, and state compliance. The ED works closely with, and reports directly to, the Board of Directors ("Board").

## Our Mission & Purpose

At MSWP, our mission is to provide a loving, quality Montessori educational environment to nurture individuals as equal partners and respectful citizens of the world community. We are dedicated to cultivating a peaceful, inclusive, and prepared environment where children are empowered to explore their interests, develop their independence, and grow into confident, compassionate global citizens. Every member of our staff is a steward of this mission, tasked with modeling the grace, courtesy, and respect that define our community.

## Responsibilities include, but are not limited to:

### I. School Culture & Professionalism

- **Executive Modeling:** Actively model and maintain a school culture of dignity, respect, and professionalism, serving as the primary exemplar for students, families, and staff.
- **Mission Stewardship:** Act as the primary guardian of the school's mission, ensuring all strategic, financial, and enrollment decisions align with the core values of the Montessori philosophy.
- **Professional Conduct:** Maintain a high standard of professional behavior and a peaceful demeanor, even when making high-stakes decisions, to contribute to a culture of mutual respect.
- **Leadership Transparency:** Practice open, honest, and direct communication with the Board of Directors and the Admin Team, utilizing appropriate professional channels.
- **Commitment to Growth:** Lead and engage in the "School Culture" initiatives and constructive feedback loops to ensure continuous institutional improvement.
- **Community Engagement:** Attend all school functions, liaises with community members to represent MSWP
- **Pedagogical Oversight:** Provide curriculum oversight and leadership, including development of general and specialized support.

### II. Strategic Enrollment & Growth

- **Strategic Targets:** Accountable for achieving and sustaining an enrollment rate of 95% capacity for the majority of the school year.
- **Roster & Waitlist Management:** Maintain and manage the master school rosters and the strategic organization of the waitlist to ensure classroom balance and revenue stability.
- **Seat Offerings:** Directly manage the priority of the waitlist and execute all formal seat offerings and enrollment contracts for prospective families.
- **Marketing & PR:** Develop and implement long-term business plans and marketing initiatives to grow the school's brand and presence.

### III. Personnel Leadership & Oversight

- **Staff Management:** Maintains ultimate oversight of all school staff; makes all final hiring, termination, and contract decisions.
- **Leadership Meetings:** Leads all primary team meetings and conducts formal individual meetings and annual performance reviews.
- **Personnel Discipline:** Manages all significant disciplinary actions and personnel resolutions to ensure a culture of accountability and professional excellence.

### IV. Financial & Asset Management

- **Financial Oversight:** Direct financial planning and budget preparation; ensure revenue targets are met and fiscal integrity is maintained through rigorous cash-flow management.
- **Fundraising & Grants:** Lead high-level fundraising strategies and grant writing initiatives to diversify income.
- **Operational Integrity:** Oversee administration of accounting, payroll, and financial records in compliance with standards.

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## V. Compliance, Licensing & Records

- **Master Records Management:** Directly manages and secures all official **Staff Files**; ensures meticulous record-keeping for audit readiness.
- **Compliance Oversight:** Maintains final accountability for all Colorado Dept. of Human Services and Health Department regulations.
- **Reporting Structure:** Receives and reviews regular reports from the AD regarding **Child File** status and facility walkthrough findings.
- **Site Presence:** Maintain, or direct an individual holding a state-required Director Certification to maintain, a consistent on-site presence of at least 60% of operational hours.
- **Regulatory Liaison:** Maintain a positive relationship with all licensing and inspection agencies.
- **Annual Training:** Complete a **minimum of 15 clock hours** of training annually.
- **Evidence Informed Decision Making:** Remains informed of trends, research and legislation that may affect MSWP management, curriculum, operations and policy.

## VI. Responsibility to Board of Directors

- Serves as a non-voting member of the Board and attends all Board meetings and functions.
- Keeps the Board President informed of all aspects of school operations.
- Brings to the Board's attention issues that may require Board education or Board action.
- Communicates all Board policies and changes to MSWP staff, as well as the family community when applicable.
- Serves as a resource for the Board in developing new policies and initiatives.
- Serves as a resource for the Treasurer and the Board on financial matters.
- **Professional Credentials:** Pursue and maintain board-approved Montessori leadership credentials (AMS, AMI, or MACTE).

## Qualifications:

- **Director Cert.:** Must hold and maintain a Colorado Large Center Director Qualification (See Section 2.214 [Director Qualifications - Large Child Care Center](#)):
- **Montessori Credentials:** Preferred- Hold a recognized Montessori teaching credential (AMI, AMS, MACTE, etc.).
- **Experience:** 5-10 years of experience working in a Montessori environment, ideally including administrative or leadership roles.
- **Strong Leadership Skills:** Exhibit excellent leadership abilities, with the capacity to motivate, mentor, and supervise staff successfully.
- **Knowledge of Montessori Philosophy:** Possess a deep understanding and knowledge of Montessori (or demonstrate a clear plan of training to fill skills gaps) principles and educational practices.
- **Organizational and Communication Skills:** Demonstrate exceptional organizational and communication skills, both written and verbal.
- **Attention to Detail:** Display strong attention to detail and accuracy in administrative tasks.
- **Collaborative Approach:** Work collaboratively with the Assistant Director, staff, parents, and community stakeholders to fulfill the mission of the school.
- **Judgment:** Must possess the maturity and sound judgment needed to handle emergency situations and make high-stakes institutional decisions.

## Work Hours:

The Executive Director will work the hours necessary to satisfactorily perform the position, including performing said service between the hours of 7:30 through 4:00 PM Monday through Friday, and at other times, such as evening and weekend events and weekend board meetings. All hours will be on school premises to ensure the ratio and safety of the community is in practice. School holidays excepted and during such additional hours as may be required. The Executive Director may be required, if needed, to be available to open and unlock or lock the school. Time spent in the school will be divided between office work and classroom.

**Salary Range:** \$85,000-\$110,000

## Benefits:

- Employee shall be eligible for variable compensation ranging from one percent (1%) to three percent (3%) of the annual base salary based on achievement of strategic targets.
- 10 Days of Paid Time Off and 2 Professional Development Days
- Employee shall be entitled to paid leave during those days on which the school is closed and not in session for students or staff, as identified on the official school calendar.

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- Employee shall be entitled to all other benefits provided to employees as listed in the “Employee Handbook”.
  - Access to 401K
  - 50% Health and 100% Health after 90 days. 100% Health and Dental after completion of 2 years at MSWP.
  - Tuition Assistance, Loan Forgiveness, and more.

**To Apply, please submit a cover letter and resume to [hiring@mswp.org](mailto: hiring@mswp.org) by April 27, 2026**