



Magic Lantern Montessori Preschool Center Director Announcement for August 18, 2019

Magic Lantern Montessori Preschool (MLM) is a year-round, all-day preschool program for children ages 20 months to six years. MLM was founded to meet the needs of working families in the community. The school embraces a unique curriculum that incorporates the Montessori philosophy and materials. MLM strives to guide the individual child to develop fully through his/her work, according to the teachings of Dr. Montessori, the founder of the “Montessori Method.” The following are areas of development we see in our children: A joy of learning, Learning through discovery, Independence, Self-confidence, Self-discipline, Concentration, Peace and calmness, Love of order, Ability to choose, and Enjoyment of quiet. Magic Lantern has served the community since 2001 and is located in Columbia City and began as a Cooperative Preschool with parents originally governing the center. Parent involvement and a sense of community remain vital to MLM. Magic Lantern is now a chapter of Sound Child Care Solutions, a nonprofit consortium of eight Seattle preschools.

Sound Child Care Solutions was founded in 2006. The mission is to create high quality, culturally relevant education for all children through the collaboration of education centers. SCCS created a structure for strong, independent child care centers to join together to share the business and professional development side of child care. By uniting across centers, Directors have the opportunity to focus on high quality programming for children, families and teachers. SCCS is a nationally recognized organization and a model for the shared services approach in early childhood education. Today Magic Lantern is one of eight SCCS centers, retaining its’ own name, unique community and family identity.

The center director:

- Supports and nurtures a learning-oriented culture that emphasizes quality experiences for children, collaborative relationships, continuous improvement, and high performance;
- Holds a passion for high-quality Early Learning and Social Justice;
- Is responsible for visionary leadership of this high quality early education center, ensuring all children are supported in developing to their fullest potential;
- Is responsible for center program planning, communications, staff management, strong family relationships, marketing and enrollment, health and safety and fiscal oversight, and
- Stays abreast of and communicates the goals and actions of six parent committees supporting school administration, program, and community.

Position Details

Educational Leadership, Center Planning & Administration (60%)

Manage the overall administration, planning, and support curriculum development of the center. Provide support, leadership and direction to staff that is consistent with center goals and objectives. Oversee expenses and annual budget. Maintain health, safety and licensing standards.

Family Involvement and Participation (25%)

Ensure active engagement of families through culturally respectful communication including a newsletter distributed on a weekly basis. Foster a sense of community between teachers and families. Collaborates with Parent Advisory Committee and other Parent Committees.

Enrollment, Marketing and Community Relations (15%)

Represent and promote the center with center parents, other organizations, individuals, and the media.

REQUIRED Skills and Abilities

- A commitment to: Magic Lantern and SCCS's vision, mission, and values, shared services in early learning, and social justice.
- Must have leadership, planning, coordination, and supervisory skills to implement a high quality, developmentally appropriate and culturally responsive center.
- Must demonstrate the understanding and ability to meet the cultural, emotional, mental, physical, and social needs of children enrolled at MLM.
- Experience developing a positive organizational culture with above average skills in: Emotional Intelligence, Conflict Resolution, Flexibility and Adaptability,
- Must have an understanding of cultural relevancy and anti-bias practices.

REQUIRED Education and Experience

- BA in early childhood/child development, elementary education, business or related equivalent degree or an Early Childhood Education (ECE) state certificate.
- Two years' experience in program leadership working with children and program administration

Desired Skills and Experience

- More than two years' experience in a leadership role
- Experience in program and/or business administration
- Knowledge and experience in: Undoing Institutional Racism, Culturally Relevant Anti-Bias practices
- 5+ years of experience in working with young children and knowledge of child development.

Other Job Requirements

- Genuine love of children and the joy they bring
- Clear criminal background, Homeland Security, and TB tests
- Valid and current Washington State Driver's License
- Obtain (or currently hold) certification for CPR, First Aid, and HIV/AIDS education instruction
- Must be 21 years or older.

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers and to use a computer and Smartphone. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations can be made.

Work Environment

While performing the duties of this job, the employee is regularly in the presence of young children. The work environment at SCCS is smoke-free. We strongly encourage people of color to apply.

Preferred Start Date: November 12, 2019

Status: 35-40 hours per week. Monday – Friday (evenings required for staff and Parent Advisory Board meetings, and weekends occasionally required for MLM Community Events i.e., fundraising auction or party.)

Compensation: \$58,000 – \$64,000 FTE depending on experience and education; benefit package includes medical, dental, vision, short term disability, sick leave, vacation, paid holidays, 401K plan and bus pass.

Application Requirements: Please send a cover letter, highlighting your previous leadership experience in early childhood education, and related experience with an accompanying, updated resume. Only resumes with a cover letter will be considered.

***Sound Child Care Solutions values diversity and what it brings to our lives.
We strongly encourage people of color to apply.***