



POSITION PROFILE

School Director

June 2024





ABOUT BALA HOUSE MONTESSORI

A Montessori Learning Community

Founded in 1969, Bala House Montessori offers programs (preschool, kindergarten, extended care, and summer camps) for children ages 3-6 years old living in the greater Philadelphia area. It is made up of a unique, vibrant, and diverse community. Each day young children bring distinctive gifts and boundless curiosity into their classrooms; parents give time, talent, and support; teachers cultivate a caring and nurturing learning environment where preschool and kindergarten children are respected, the curriculum is challenging, and classrooms are welcoming and peaceful.

These founding principles of respect, challenge and peacefulness are an integral part of the mission today and have guided administrators and teachers as they have shaped Bala House over the years. In addition to teaching traditional Montessori elements in child-centered classrooms, staff model and teach positive social skills and caring values. Its diverse community encourages children to discover themselves as individuals and explore the larger world around them; strong school-family relationships have contributed to the development of a very special learning community. [Click here](#) to learn more.

MISSION

At Bala House Montessori, young children discover themselves as creative independent learners in a diverse, supportive Montessori environment

We believe:

- *that Bala House preschool and kindergarten students are in the process of becoming independent critical thinkers, peacemakers, protectors of the environment and responsible citizens. Our respectful classrooms foster these qualities;*
- *that children learn best when they are active participants in their own learning and are expected to work to their potential;*
- *that children need daily indoor and outdoor unstructured play;*
- *that children are elevated when given opportunities to focus attention on intellectual pursuits;*
- *the process, not the product, is the lifelong lesson;*
- *that when parents and teachers work together with their children, the Montessori philosophy can facilitate lifelong learning skills and strong self-esteem.*

Classrooms are Based on the Principle of Respect:

- Respect for the child
- Respect between children
- Respect for the process of gaining knowledge and skills
- Respect for individual and cultural differences
- Respect for the community
- Respect for the environment
- Respect for the teacher, parents and for the Montessori materials

Bala House Aims for Each Student to Develop:

- a positive attitude towards learning,
- social and emotional skills,
- habits of concentration and persistence,
- an abiding curiosity,
- habits of initiative,
- inner discipline and sense of order,
- sensory-motor skills which sharpen the ability to discriminate and judge,
- an appreciation for diversity of culture, and uniqueness of each individual,
- a concern for the environment and one's own health, and
- one's own innate, ultimate potential.

Maria Montessori and Her Philosophy

Born in 1870, Maria Montessori was the first woman physician in Italy. An educator and humanitarian, she devoted her life to the study and observation of children, resulting in the establishment of Montessori schools around the world. Basic to the Montessori philosophy is the concept that children are motivated from within by both a natural curiosity and love of knowledge. The goal of early childhood education is to cultivate the child's own natural desire to learn. This is achieved within a prepared, orderly environment that allows children to learn at their own pace, according to their own capabilities, and in a non-competitive atmosphere. Children acquiring basic skills in this natural way gain an early enthusiasm for learning while their personal dignity, independence, and self-discipline develop.

Montessori and early childhood classrooms are organized in groups which include children ages 3 through 6. Younger children become stimulated by exposure to the work of older children; older children build on earlier skills and reinforce their knowledge by helping the younger children. What evolves is a natural and mutual respect for one another as individuals. Within this supportive, orderly, and nurturing environment, children develop according to their own readiness. Everything in the classroom is easily accessible to them. They gain independence as they choose and work with materials and activities they can successfully complete on their own.





Bala House Montessori occupies a state-of-the-art facility in Bala Cynwyd, Pennsylvania.

Board of Trustees

The Board of Trustees is the governing body of Bala House, a nonprofit corporation. Day-to-day management of Bala House is the responsibility of the School Director, while the Board contributes to the success of the school by working collaboratively with other trustees and school administration on strategic and tactical plans to achieve the school’s mission and objectives. Trustees have included Bala House alumni, parents of former Bala House students, grandparents of current Bala House students, and individuals without direct connections to Bala House. A [list of trustees](#) and officers is listed on the website.

Diversity, Equity and Inclusion

Bala House is committed to creating an environment that is diverse, inclusive, and equitable where all staff, students, families, vendors, and board members are treated with respect and dignity. For the purpose of this statement, diversity refers to race, ethnicity, nationality, religion, sex, sexual identity, familial status, age, disability and socio-economic status. Inclusion is valuing, respecting, and encouraging the full participation of each individual in the daily work and leadership of Bala House. Equity is a process that ensures all people have the opportunity to contribute, develop, and grow despite historical, structural, legislative, racial and socio-economic inequities. Bala House is an organization that celebrates the rich diversity of its school community, as well as the greater Philadelphia metropolitan area. It will not tolerate discrimination, biases, harassment, or bullying of any kind. As an organization, it is guided by these principles. Its commitment to diversity, equity and inclusion extends to staff, students and families, vendors, visitors, and programs.



Bala House Montessori is licensed by The Pennsylvania State Board of Private Academic Schools and the Department of Human Services, Office of Child Development and Early Learning (OCDEL.) Bala House is a verified school member of the [American Montessori Society](#).



THE OPPORTUNITY

School Director

The School Director will oversee the daily operations and administration of Bala House Montessori. This role involves managing staff, ensuring compliance with educational standards, and fostering a positive and collaborative school culture. Bala House Montessori is looking for a new School Director to begin **July 1, 2025**.

Key Responsibilities:

Leadership and Vision:

- Develop and implement the school's strategic plan.
- Promote Montessori principles and philosophy within the school community.

Staff Management:

- Recruit, hire, train, and evaluate faculty and staff.
- Foster a positive, collaborative, and professional working environment.
- Conduct regular staff meetings and professional development sessions.

Educational Oversight:

- Ensure the curriculum aligns with Montessori standards and state regulations.
- Oversee the development and implementation of educational programs.
- Monitor and assess student progress and development.

Parent and Community Engagement:

- Maintain open and effective communication with parents.
- Organize and lead parent education and community building events.
- Serve as the primary contact for parent concerns and inquiries.

Administrative Duties:

- Manage the school's budget, finances, and resources.
- Oversee admissions and enrollment processes.
- Ensure compliance with health, safety, and regulatory requirements.
- Maintain school records and documentation.

Marketing and Public Relations:

- Develop and implement marketing strategies to promote the school.
- Represent the school at community events and educational conferences.



Facilities Management:

- Oversee the maintenance and improvement of school facilities.
- Understand the nuances of school facility lease agreements, building capacity, and school growth.
- Build and maintain good relationships with key stakeholders regarding facilities management.
- Ensure a safe, clean, and inviting environment for students and staff.

Qualifications:

- Bachelor's degree in education or related field; Master's degree preferred.
- Montessori Early Childhood Credential preferred.
- If not credentialed in Montessori, candidate must be willing to take the AMS Administrator Credential if required by AMS or the Bala House Board of Trustees.
- Knowledge and experience of early childhood developmental phases and best practices in the field.
- Knowledge and experience in best practices of neurodiverse young children and legal standards for admissions.
- Montessori certification or experience in Montessori education.
- Proven leadership and administrative experience in an educational setting.
- Strong organizational and communication skills.
- Ability to build strong relationships with students, parents, and staff.

“The child is both a hope and a promise for mankind.”

Maria Montessori





PROCEDURE FOR CANDIDACY

To Apply

Confidential review of applications will begin immediately and continue until the position is filled. The deadline to apply is **July 24, 2024**. Bala House Montessori is looking for a new School Director to begin **July 1, 2025**. Interested candidates should submit a resume and letter of interest detailing their background and experiences as they relate to the position. To apply, go to: <https://theapplicantmanager.com/jobs?pos=su416>

For more information or to offer recommendations or nominations:

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EEO Statement

Bala House Montessori is an equal opportunity employer. Bala House does not discriminate on the basis of race, color, religious creed, disability, ancestry, national or ethnic origin, limited English proficiency, age, sexual orientation, sex, or marital status.



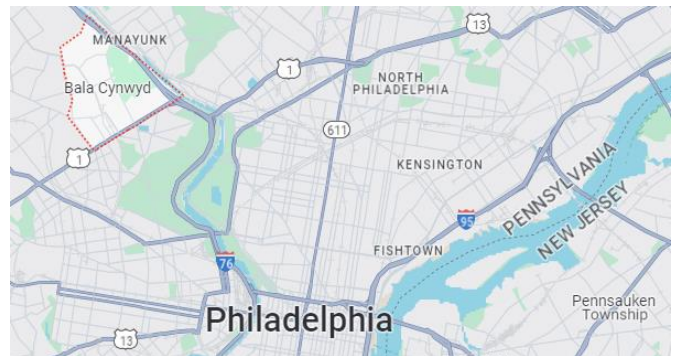
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BALA CYNWYD AND PHILADELPHIA, PA

Bala Cynwyd, PA, is a tasteful, community-oriented neighborhood just outside of Philadelphia, with an impressive multi-cultural community that matches its history. Originally settled in 1680 by Welsh Quakers, the village of Bala Cynwyd has adapted to three centuries of changing America. The area was originally founded as two separate villages, named for the towns of Bala and Cynwyd in Wales. Comprised of residential houses and apartments, Bala Cynwyd is also home to two commercial corridors, several parks, including the Cynwyd Heritage Trail, as well numerous historic landmarks. The city center was once the old historic commercial district and still contains structures which include many of the oldest and finest stone mansions, built mainly from 1880 through the 1920s.

Today, the main street contains an eclectic collection of retail shops, restaurants, services, a playground as well as delicatessens, coffee shops, bakeries, and restaurants.



Philadelphia, PA, is steeped in history where you can see artifacts from the Revolutionary Era and later. During the late 1600s and through the 1700s, Philadelphia was a bustling hub of industry and government, even serving as the nation's temporary capital between 1790 and 1800. Philadelphia was also where the Second Continental Congress signed the Declaration of Independence and where the Liberty Bell rang.

Today, Philadelphia is ranked “[#14 Most Diverse Cities in America](#)” by *Niche*. With an eclectic mix of housing, ample job opportunities, incredible arts and culture, and highly-rated universities—The City of Brotherly Love has become a top destination for people who want to live on the East Coast. If you are a foodie, you will enjoy every cultural dining option practically at your doorstep. And if you want a break from the city, you can easily get to the beautiful Pocono Mountains or the neighboring beaches of New Jersey. Fresh market produce is plentiful from the sprawling farmlands of Lancaster County. And don't forget that Philadelphia is home to dozens of institutions of higher learning. You can see why young professionals, families and empty nesters alike are flocking to the affordable Philadelphia area because they can enjoy work-life balance.

For additional information about Bala Cynwyd and Philadelphia, PA, visit:

<https://balacynwyd.org/history> <https://chamberphl.com/>