



Executive Director

Sophia Montessori Academy

Send forth your wisdom from your holy heavens and from your glorious throne dispatch her that she may be with me and work with me, that I may know what is pleasing to you. Wisdom 9:10

Sophia Montessori Academy is looking for an Executive Director to lead and guide our vision and mission through high quality leadership skills, Montessori knowledge, passion for Catholic education, and administrative management and communication in support of families, students, and staff.

We are an independent Catholic Montessori school located in the Washington Park West neighborhood (320 S. Sherman St, Denver CO 80209) and moving to Centennial (6495 S. Colorado Blvd. Centennial, CO 80121) during the summer of 2025.

Vision

Sophia Montessori Academy is dedicated to offering children an outstanding education where they can discover the wonder of God through the Catholic faith, where they have the opportunity to acquire a strong love for learning, and where they can grow to their full potential through academic excellence and service using the Montessori Method of education.

Mission

Sophia Montessori Academy is dedicated to serving children preschool through high school and families by inspiring a deep love of the Faith, to assist them in becoming problem solvers, critical thinkers, and fearless leaders. This is accomplished through a rigorous academic, classically-based curriculum following Dr. Montessori's method of education. Our mission is to bring the children into relationship with Christ through a way of life based in Truth, Beauty, and Goodness as we lead them to their full God-given potential.

Our approach is founded on the reality of Christ as the Good Shepherd. Religious education is fostered specifically through the Catechesis of the Good Shepherd and supported through daily prayer.

Job Description

Joyfully live and share our Catholic faith with our students, families, and staff and have a love and understanding for Montessori Education.

Lead efforts in:

- Building and implementing, in collaboration with the SMA community, a 5-year strategic plan.
- Fundraising and financials
- Marketing and event planning
- Enrollment strategies, conduct tours
- Licensing and regulations
- Leadership and staff meetings
- Catholic and Montessori education
- Professional Development
- Human Resources/hiring

Collaborate and meet with the specific staff members to guide:

- Day to day administrative work
- Financials
- Marketing
- Development
- Montessori development
- Catechesis of the Good Shepherd
- Classroom day to day
- Family support and meetings
- Differentiation and inclusion

Other:

- Continuing education in the Montessori method, Positive Discipline, and best practices in order to best support the vision and mission of SMA
- Knowledge and updating of the SMA Handbook, procedures, policies, and licensing regulations
- Participate in professional development, staff meetings, and all school events
- Communicate with the Colorado Department of Early Childhood and Licensing specialists as needed
- Act as the school liaison for the annual gala

Qualities Needed:

- A profound respect for the teachings of the Catholic faith in all aspects of one's social, spiritual, and personal life. To live in public accord with the Magisterium and Tradition of the Catholic faith as defined in the Catechism of the Catholic Church
- Openness to learning about and teaching Catholic traditions
- Passion for excellent and authentic Montessori education and a desire to learn and grow as a "Saint, Scientist, Servant" and a spirit of humility and charity

- Team spirit and collaborative planning with other team members particularly through expansion efforts
- Ability to voice thoughts, concerns, plans, and ideas within the team in a spirit of collaboration and mutual respect
- Being firm, gentle, and consistent with the children following Montessori's approach to discipline
- Flexibility in day-to-day plans and activities
- Professional demeanor and discretion with staff, with parents, and the wider community during and outside of school hours
- A striving for excellence in oneself, being compassionate and forgiving of others, and sharing a love for bringing children into relationship with the Lord as He has revealed himself in the image of the Good Shepherd.

Requirements and Qualifications:

- Bachelor's Degree/minimum Associate's Degree
- Proficiency with OneDrive, Excel, Word, ZOOM, QuickBooks, social media, and other tools
- Learn and become proficient with ProCare, OnPay, Wix, and other necessary platforms
- Thorough familiarity with Colorado Rules and Regulations and Licensing Requirement for Large Child Care Centers
- Proficiency with the Colorado Shines Professional Development Information System (PDIS)
- Completing a Criminal Background Check and Child Abuse and Neglect Records Check
- First Aid, CPR, Universal Precautions
- Virtus Safe Environment Training
- Completing other required trainings such as FEMA, Concussion Prevention, and others
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Compensation/Benefits:

- Year-round with 2 weeks off during the summer months
- Compensation based on experience and qualifications
- Tuition reimbursement available for children of staff
- Time off subject to coverage by a qualified staff member
- Health Insurance
- 401k

Please send a cover letter, resume to info@sophiamontessori.org by March 5, 2025.