



Executive Director

Mount Sopris Montessori School | Carbondale, Colorado

Full-time | In-person | Salaried, exempt

Salary range: \$60,000–\$95,000 annually

Position Summary

The Executive Director provides educational and organizational leadership for Mount Sopris Montessori School. The Mount Sopris Montessori Preschool is a non-profit preschool composed of two preschool age classrooms and two toddler age classrooms, serving around 60 children ages 18 months through age 6. Working in partnership with teachers, staff, families, and the Board of Directors, the Director is responsible for program quality, staff leadership, school operations, financial oversight, enrollment, and regulatory compliance. The Executive Director need not be a Montessori-trained classroom educator but must demonstrate genuine respect for Montessori philosophy and the ability to support and lead a Montessori educational program. Montessori training will be provided as part of onboarding and professional development.

Reporting Structure

The Executive Director reports to the Board of Directors (via the Board President) and is responsible for the day-to-day leadership, management of the school, and supervision of Teaching and Administrative staff. The Board retains responsibility for governance, mission, policy, strategic oversight, and evaluation of the Executive Director. The Executive Director will be a critical partner in strategic planning to expand the school team, including support for teachers and administrative staff.

Schedule and Work Location

This is a full-time, in-person position at Mount Sopris Montessori School in Carbondale, Colorado. This is a highly visible, hands-on leadership position requiring regular on-site presence during school operating hours (Monday-Friday, 8 AM to 4:30 PM). The Executive Director should expect occasional evening or weekend commitments for Board meetings, family events, staff activities, and other school responsibilities. Occasional additional time may be required for Board meetings, school events, emergencies, or other leadership responsibilities.

About Us

Since 1981, Mount Sopris Montessori School has been a community-centered early childhood school where children develop independence, confidence, curiosity, and a lifelong love of learning.

We are seeking an experienced and collaborative Executive Director to lead our educational program, staff, operations, and community relationships. This is an opportunity to guide a well-established school, support a dedicated team, and help shape its next chapter.

Key Responsibilities

Educational Leadership

- Champion the school's Montessori philosophy, mission, and values.
- Foster a safe, inclusive, and engaging environment for children.
- Support teachers in curriculum implementation, classroom practices, and professional growth.
- Maintain high standards for educational quality, child development, health, and safety.

Strategic & Organizational Leadership

- Develop and execute the school's annual and multi-year strategic priorities in partnership with the Board.
- Translate Board-approved strategy into operational plans and measurable goals.
- Attend Board meetings and provide timely updates regarding enrollment, staffing, finances, program quality, compliance, and operations.
- Assess organizational needs and recommend priorities, investments, and changes to the Board.
- Maintain a healthy, mission-aligned organizational culture.
- Identify opportunities and risks affecting the school's long-term sustainability.
- Ensure alignment among educational quality, financial sustainability, enrollment, staffing, and community needs.
- Lead organizational change when necessary.

Staff Leadership

- Recruit, hire, onboard, supervise, and evaluate employees.
- Build a positive culture of communication, collaboration, and accountability.
- Lead staff meetings, training, and professional development.
- Manage staffing schedules and classroom coverage while maintaining required ratios.
- Address employee concerns and performance matters promptly and professionally for matters including, but not limited to: compensation, performance, disciplinary action, employment, retention, employee handbook policies, and workplace culture.

Enrollment & Community Growth

- Develop and execute enrollment strategy

- Oversee admissions, enrollment, family onboarding, and retention.
- Monitor enrollment against budget
- Manage admissions pipeline & oversee tours and prospective-family engagement
- Communicate clearly about school programs, policies, events, and student needs.
- Build strong, trusting relationships with current and prospective families.
- Analyze retention and attrition & maintain appropriate enrollment by classroom
- Identify enrollment risks early
- Represent the school within the Carbondale and Roaring Fork Valley community.

Operations and Financial Management

- Oversee daily operations and ensure the school is safe, organized, and well staffed.
- Maintain accurate student, employee, licensing, training, and operational records.
- Develop and consistently administer school policies and procedures.
- Partner with the Board and bookkeeper to develop and manage the annual budget.
- Monitor enrollment, tuition revenue, staffing costs, expenses, and cash flow.
- Identify practical opportunities to strengthen the school's operations and long-term sustainability.
- Develop and maintain strong relationships with donors and community supporters, and provide leadership for development strategy, communications, and long-term philanthropic support.
- Lead the school's fundraising and development efforts, including annual giving, donor relationships, grants, major gifts, and fundraising events, in partnership with the Board.

Licensing and Compliance

- Maintain compliance with Colorado Department of Early Childhood licensing requirements and other applicable laws.
- Ensure staff qualifications, background checks, training, certifications, records, ratios, and supervision requirements are maintained.
- Keep the school prepared for licensing visits and other regulatory reviews.
- Maintain effective health, safety, emergency, incident-reporting, and mandated-reporting procedures.

Required Qualifications

- Education, credentials, and experience sufficient to qualify as Director under current Colorado Department of Early Childhood requirements for a Large Child Care Center.
- Required CDEC Director qualification verification obtained before beginning work as Director.
- Leadership or management experience in early childhood education, a school, a nonprofit organization, or with a governing Board or equivalent senior leadership body
- Budget/financial management experience
- Experience managing organizational operations
- Demonstrated ability to lead through conflict/change
- Experience communicating with families/customers/stakeholders
- Strong understanding of early childhood development, program quality, and child health and safety.
- Experience supervising, coaching, and supporting employees.
- Sound judgment and the ability to handle confidential or sensitive matters appropriately.
- Ability to meet all applicable background-check, training, health, and certification requirements.

Preferred Qualifications

- Experience in a Montessori school or familiarity with Montessori philosophy and practice.
- Montessori education or leadership credential.
- Experience directing a licensed Colorado child-care center.
- Familiarity with CDEC licensing requirements.
- Experience with budgeting, enrollment management, staff development, and nonprofit governance.

Measures of Success

Success in this role will include:

- A high-quality, stable, and appropriately staffed educational program.
- Strong teacher retention and a healthy staff culture.
- Consistent compliance with Colorado licensing requirements.
- Sustainable enrollment and strong family retention.
- Sound financial performance and disciplined budget management.
- Clear, timely communication among staff, families, and the Board.
- A strong and growing reputation within the Roaring Fork Valley.
- Effective implementation of the school's strategic priorities.

Compensation and Benefits

The anticipated salary range is **\$60,000–\$95,000 annually**, depending on qualifications and experience.

If the incoming Executive Director does not have Montessori credentials as they start with the school, they will have opportunities for paid Montessori training and professional development.

This is a salaried, exempt position and is not eligible for overtime compensation. The school also offers paid time off, school holidays, and additional benefits in accordance with current school policies and the terms established for the selected candidate. Group health insurance is currently not offered through the school but may be considered in the future if financially feasible.

Relocation considerations can be discussed.

How to Apply

Please submit .pdf versions of the following via email to hiring@mtsoprismontessori.com:

- A current resume
- A brief letter describing your interest in Mount Sopris Montessori School and your relevant leadership experience
- Your current Colorado Director qualification status, including whether you hold a CDEC Director Qualifications Letter or qualifying Colorado Early Childhood Professional Credential

Applicants who have not yet obtained the required verification should briefly describe the education, coursework, credentials, and verified experience they expect to use to qualify. Professional references will

be requested. If you have questions about the position prior to applying, please contact board@mtsoprismontessori.com.

Employment is contingent upon verification of required qualifications, background checks, references, and applicable licensing requirements. The selected candidate must obtain the required CDEC Director qualification verification before beginning work as Director.

Mount Sopris Montessori School is an equal opportunity employer. We welcome qualified applicants and do not discriminate based on any status protected by applicable law.