



Dr. Sharon Damore, Senior Consultant



Executive Director, Twin Parks Montessori Schools

Start date: July/August, 2020

About the Twin Parks Montessori Schools

Located in Manhattan on the Upper West Side, Twin Parks Montessori Schools is comprised of three campuses: Central Park Montessori, Park West Montessori, and Riverside Montessori. Twin Parks Montessori Schools serve over 400 children daily, from 3 months old through 6 years of age. The school is accredited by The American Montessori Society (AMS) and Middle States Association of Colleges and Schools Commission on Elementary Education.

The school is owned by dedicated, passionate advocates for Montessori education, and supported by an Executive Director, campus administrators, teaching staff and engaged parents. Approximately 110 staff and faculty are employed by the school. The school is rich in diversity with families and employees representing many nationalities and backgrounds.

Mission Statement

Twin Parks Montessori Schools ignite children's natural curiosity to be self-learners in engaging, diverse environments that prepare them to become independent, confident, creative, caring, and successful human beings.

Twin Parks Montessori Schools Goals

Currently in its 25th year (Park West), 22nd year (Riverside) and 8th year (Central Park) of existence, Twin Parks is planning for the future. The school has experienced tremendous growth over the last decade and anticipates maintaining its current population while internally refining its mission, school culture and communications. Going forward, Twin Parks will continue its commitment to:

- **Cultivating** programs that invite children to develop a lifelong love of learning, where they are free to explore independently at their own pace in an environment that encourages them to develop a sense of purpose, process, completion—and success.
- **Rejoicing** in the basic tenet of Montessori: that children want to learn naturally and even the youngest child delights in seeing—and mastering—how the world works. Using proven Montessori methodology, the focus is on helping children master language, math, and sensorial experience at age-appropriate levels, while simultaneously nurturing the development of conscientious, caring, and compassionate human beings.

- **Fostering** a community where the parents feel secure knowing that their children are cared for in a respectful learning atmosphere—one that is supportive of intellectual, social, emotional, and physical growth.
- **Sustaining** a professional environment where teachers, staff and administration feel engaged, valued and respected, allowing them to further their own personal growth, while modeling this behavior for the children.
- **Maintaining** the same standards of excellence across all three campuses, based on adherence to authentic Montessori pedagogy as well as best Early Childhood educational practices.

Accreditations & Memberships

- American Montessori Society (accredited)
- Middle States Association of Colleges and Schools Commission on Elementary Education (accredited)
- New York State Association of Independent Schools
- New York State Montessori Alliance
- Affiliate Nursery School of Columbia University
- Independent School Admissions Association of Greater New York
- New York Works for Children Quality Stars Rating 4
- New York State Department of Education vendor for PreK for All

For more information about the Twin Parks schools, programs and Montessori education, visit the [Twin Parks website](#).

Executive Director Profile

The next Executive Director of the Twin Parks Montessori Schools will lead the program's three campuses to a high level of excellence in Montessori education, school improvement, overall well-being, growth and operations.

The ideal candidate has experience managing a complex school with a multi-million dollar budget and has worked successfully with an experienced leadership team, veteran faculty, and engaged parents. Significantly, they must be a people person - inspirational, supportive and dedicated to developing the adults in the school, who will in turn nurture the children, as well as a strong advocate for school-parent partnerships.

The profile below indicates traits, skills, roles and responsibilities that would align with success for the next Executive Director of Twin Parks:

Inspirational Leader ● Community Builder ● Strategic Thinker

An **Inspirational Leader**, adept at:

- **Visioning** Twin Parks Montessori Schools' role in the future of Montessori education, extending to the greater New York area as well as the national educational communities.
- **Promoting** and enhancing Twin Parks Montessori Schools' stature locally and nationally.
- **Presenting** as the public face of Twin Parks Schools, both externally and internally.
- **Tracking** the educational landscape in general, and the federal, state and local legislative activities that will impact Twin Parks Schools' implementation of authentic Montessori practices.
- **Championing** high fidelity Montessori within the school as well as the wider educational community.
- **Developing** the talent, knowledge and abilities of every adult in the community, through a commitment to high-quality professional development, parent education, and recruitment and retention of excellent employees.

A **Community Builder**, gifted at:

- **Advocating** for children and families.
- **Communicating** with a high degree of emotional intelligence, diplomacy and tact, and a proclivity for respecting and strengthening organizational culture.

- **Interpreting** Montessori methodology and child development in order to help parents understand the unique aspects of Montessori education and how to best support it in their child's life.
- **Creating** a nurturing and inclusive environment where children and adults feel encouraged and welcomed to engage, participate and express themselves.
- **Negotiating** to resolve complex issues as they arise, through listening, trouble-shooting, guiding and clarifying school policies and procedures.
- **Facilitating** communication between administration, staff, teachers and parents.

A **Strategic Thinker**, skilled at:

- **Aligning** school priorities and the work of staff and administration.
- **Building** strong teams to coordinate the efficient operation of the three campuses.
- **Managing** complex and sophisticated business, operational and organizational systems, including implementation of annual budget and accountability for labor, purchases and facilities, in conjunction with owners.
- **Overseeing** and maintaining a safe, orderly environment for adults and children.
- **Meeting** requirements of Department of Health, Department of Education, American Montessori Society and Middle States Association of Colleges and Schools Commission on Elementary Education, QUALITYstarsNY, PreK for All.
- **Conducting** management processes, such as annual performance reviews and goal setting.

Opportunities:

Dr. Kathy Roemer, the present Executive Director, will be leaving a sixteen year legacy of Montessori educational leadership, significant growth in enrollment and teaching staff, numerous school accreditation achievements, and important connections to the NY Early Childhood community, Montessori community and the national educational community. She has been a strong champion for Montessori education and educators.

The next Executive Director will inherit a multi-campus, proprietary educational organization with passionate and dedicated owners and stakeholders, highly experienced administrators and teaching staff, a balanced budget, and a strong, authentic Montessori program for children ages 3 months through 6 years of age.



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Requirements:

Ten years or more experience in Montessori education field is preferred. Montessori training and deep familiarity with Montessori precepts and pedagogy is a strong requirement. A master's degree is required, with strong preference of a doctorate degree, and/or expressed intentionality of pursuit of degree. New York Early Childhood State Teaching Licensure strongly preferred and/or evidence of ability to obtain through state reciprocity and/or additional university coursework.

Interested candidates will submit the following documents via email with attachments to:

Lisa Sarafidis, Director, Business Development, Metro Consulting Services at lisa@metromontessori.com

1. Cover letter addressed to Sharon Damore, Metro Consulting, Senior Consultant, expressing interest in and qualifications for the position.
2. A current résumé.
3. A statement of educational leadership philosophy (1 – 2 pages).
4. Two examples of writing on a school or education topic.
5. Five references (including email addresses and telephone numbers) that can be contacted confidentially.
6. Other documents/media may be required later in the process..

Applications will be accepted until September 1, 2019.

Throughout the search process until the finalist stage, candidates' engagement with the search will be kept confidential, and candidates will receive periodic updates on their status and the progress of the search. Candidates are free to communicate directly via email with the search consultant Sharon Damore - sdamore@metromontessori.com, or Metro Consulting's Director of Business Development, Lisa Sarafidis - lisa@metromontessori.com.