



ST. PAUL'S EPISCOPAL MONTESSORI SCHOOL  
1018 East Grayson Street  
San Antonio, Texas 78208  
Phone: (210)271-2861 Fax: (210)266-2103

## **Job Title: Child Care Director**

### **Position Overview:**

St. Paul's Episcopal Montessori School is seeking a dedicated and experienced Child Care Director to oversee the launch of a brand-new Montessori infant classroom and manage the existing two Montessori toddler rooms. This position is a key leadership role responsible for ensuring excellence in our youngest children's communities, while maintaining compliance with all child care licensing requirements and Montessori standards. The person will be part of the school's administrative team, reporting directly to and working alongside the Head of School to drive projects forward. The Child Care Director must be able to foster a nurturing, inclusive, and stimulating environment that aligns with the Montessori philosophy and Episcopal tradition. This position will start on July 1, 2025.

### **About St. Paul's Episcopal Montessori School:**

St. Paul's Episcopal Montessori School is committed to educating a diverse community of children, nurturing mind, body, and spirit through a Montessori education in the Episcopal tradition. Our vision is to achieve excellence in education, enriched by values. We hold respect, peace, wonder, excitement, and joy as core values, with the goal of cultivating each child's independence and innate abilities. We strive for socioeconomic, racial, ethnic, and cultural diversity and inclusion, fostering a school environment centered on children's love for humanity.

## **Key Responsibilities:**

### **Program Development & Management:**

- Lead the successful launch of a new Montessori Infant Classroom, ensuring alignment with Montessori principles and state licensing requirements. This will include organizing all of the logistics and planning for the new classroom - ordering furniture and materials; moving existing furniture; designing classroom layout; coordinating inspection by licensing representative; creating the enrollment systems for new families; creating safety systems; planning the daily classroom schedule; hiring of staff; planning staff schedules; etc.
- Oversee the daily operations of the two existing Montessori Toddler Rooms, ensuring a high standard of care and education.
- Develop program schedules, classroom setup, and curriculum guidance.
- Ensure all child care licensing requirements are met, including but not limited to student files, staff qualifications, training hours, and classroom safety regulations.

### **Staff Supervision & Support:**

- Recruit, train, and mentor teachers and support staff to uphold the Montessori philosophy and best practices in early childhood education.



**St. Paul's**  
EPISCOPAL CHURCH &  
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- Provide regular classroom observations, coaching, and professional development opportunities for staff.
- Foster a positive, collaborative working environment among teachers and staff.
- Step into infant and toddler classrooms as a floater or substitute when the teacher:student ratio is not being met, or if there is a teacher absence needing coverage.

#### **Family Engagement & Student Support:**

- Build strong relationships with families through open communication, meetings, and support in navigating their child's Montessori journey.
- Guide families through the transition process as students prepare to move up to the next level classroom.
- Address parent concerns and provide resources and guidance to support child development.

#### **Regulatory Compliance & Safety:**

- Ensure full compliance with all Texas child care licensing regulations, Montessori accreditation standards, and school policies.
- Maintain up-to-date records on staff training, student health and safety, and program documentation.
- Develop and enforce emergency preparedness plans, health and safety protocols, and risk management policies.

#### **Qualifications & Experience:**

- Bachelor's degree in Early Childhood Education, Montessori Education, Child Development, or a related field.
- Minimum of 3-5 years of experience in early childhood education, including Montessori environments.
- Experience in program administration, licensing compliance, and staff supervision.
- Knowledge of Montessori philosophy and best practices in early childhood education.
- Strong leadership, communication, organizational, and interpersonal skills.
- Ability to build positive relationships with families, staff, and the community. Desire to support families, students, and staff in a collaborative partnership, even when times are challenging.
- CPR and First Aid certification (or willingness to obtain).

#### **Benefits & Compensation:**

- Competitive salary based on experience and qualifications.
- Health benefits, paid time off, and professional development opportunities.
- Supportive and mission-driven school community.



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- Pension: 5% base contribution by employer, with the option for a 4% match of employees contribution
- Tuition discount for children enrolled as students at St. Paul's Episcopal Montessori School.

### **How to Apply:**

Interested candidates should submit a **resume, cover letter, and references** to Macleay Martinez, Head of School - [mmartinez@stpaulsmontessori.org](mailto:mmartinez@stpaulsmontessori.org).