



## GLOBAL JOB DESCRIPTIONS:

### CHIEF EXECUTIVE OFFICER:

#### JOB SUMMARY:

The Chief Executive Officer provides leadership for all aspects of the company's operations with an emphasis on long-term goals, growth, profit, and return on investment.

#### SUPERVISORY RESPONSIBILITIES:

- ✓ Oversees the ongoing operations of all divisions in the company: Academy, Institute, Foundation and Holdings.
- ✓ Manages and directs the company toward its primary goals and objectives.
- ✓ Oversees employment decisions at the executive level of the company.
- ✓ Leads a team of executives to consider major decisions including acquisitions, mergers, joint ventures, or large-scale expansion.
- ✓ Promotes communication and cooperation among divisions to create a spirit of unity in the organization.

#### DUTIES/RESPONSIBILITIES:

- ✓ Works with the board of directors and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- ✓ Is responsible to execute the vision approved by the board of directors.
- ✓ Presents regular reports on the status of the company's operations to the board of directors and to company staff.
- ✓ Oversees the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- ✓ Reviews the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- ✓ Ensures the company's compliance with all applicable laws, rules, regulations, and standards.
- ✓ Negotiates with other companies regarding actions such as mergers, acquisitions, or joint ventures.
- ✓ Serves as the company's representative to the board of directors, shareholders, employees, customers, the government, and the public.
- ✓ Performs other related duties to benefit the mission of the organization.



### REQUIRED SKILLS/ABILITIES:

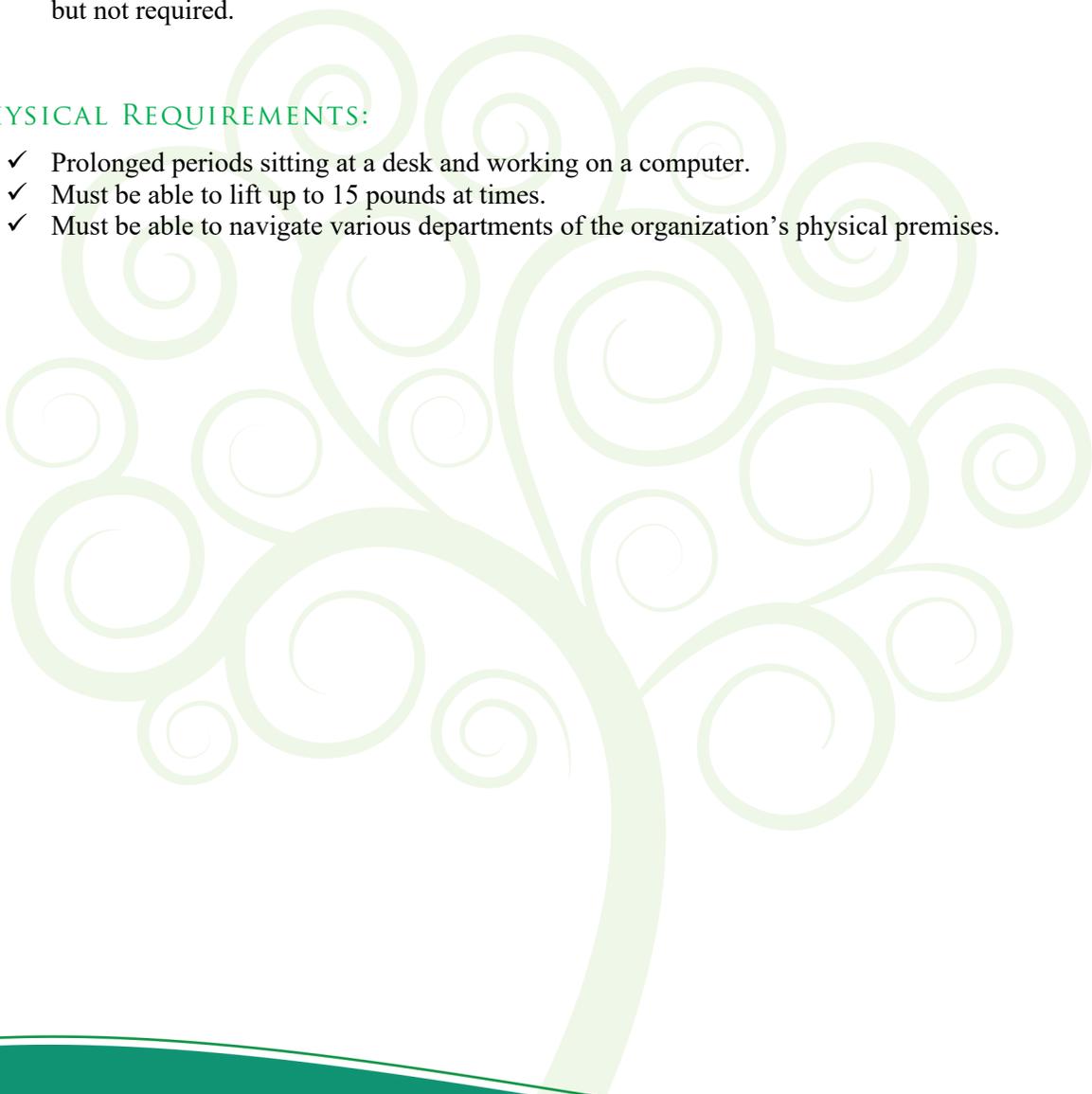
- ✓ Excellent managerial and financial skills and the ability to take leadership over any business operations area.
- ✓ Superlative communication skills, particularly the ability to communicate as a leader.
- ✓ Thorough understanding of management and financial practices in all areas and phases of business operations.

### EDUCATION AND EXPERIENCE:

- ✓ Extensive professional experience in leadership roles.
- ✓ Education may vary; an advanced degree in business administration, finance, or law is preferred, but not required.

### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 15 pounds at times.
- ✓ Must be able to navigate various departments of the organization's physical premises.





## CHIEF FINANCIAL OFFICER:

### JOB SUMMARY:

The Chief Financial Officer will direct and oversee the financial activities of the corporation, direct the preparation of current financial reports and summaries, and create forecasts predicting future growth.

### SUPERVISORY RESPONSIBILITIES:

Oversees Accounting department, budget preparation, and audit functions.  
Works with other department heads to monitor each department and make recommendations.

### DUTIES/RESPONSIBILITIES:

- ✓ Directs the preparation of all financial statements, including income statements, balance sheets, shareholder reports, tax returns, and governmental agency reports.
- ✓ Compares sales and profit projections to actual figures and budgeted expenses to actual expenses; makes or oversees any necessary adjustments to future projections and budgets.
- ✓ Reviews planning process and suggests improvements to current methods.
- ✓ Analyzes operations to identify areas in need of reorganization, downsizing, or elimination.
- ✓ Works with the President and other executives to coordinate planning and establish priorities for the planning process.
- ✓ Studies long-range economic trends and projects their impact on future growth in sales and market share.
- ✓ Identifies opportunities for expansion into new product areas.
- ✓ Oversees investment of funds and works with investment bankers to raise additional capital required for expansion.

### REQUIRED SKILLS/ABILITIES:

- ✓ Excellent management and supervisory skills.
- ✓ Excellent analytical and organizational skills.
- ✓ Proficient in database and accounting computer application systems.
- ✓ Excellent written and verbal communication skills.

### EDUCATION AND EXPERIENCE:

- ✓ Master's degree in Business Administration, Accounting, or Finance required.
- ✓ Certified Public Accountant designation preferred.
- ✓ Eight to ten years of experience in financial management required.
- ✓ *Physical Requirements:*
- ✓ Prolonged periods sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 15 pounds at times.
- ✓ Must be able to access various departments of a given location.



## CHIEF OF OPERATIONS

### JOB SUMMARY:

The Director of Operations will oversee the day-to-day activities of the company, ensuring that the organization is managed and performing efficiently and effectively.

### SUPERVISORY RESPONSIBILITIES:

- ✓ Participates in the hiring and training of departmental managers.
- ✓ Organizes and oversees the work and schedules of departmental managers.
- ✓ Conducts performance evaluations that are timely and constructive.
- ✓ Handles discipline and termination of employees as needed and in accordance with company policy.

### DUTIES/RESPONSIBILITIES:

- ✓ Establishes quantitative and qualitative metrics, guidelines, and standards by which the company's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.
- ✓ Reviews, analyzes, and evaluates business procedures.
- ✓ Implements policies and procedures that will improve day-to-day operations.
- ✓ Ensures work environments are adequate and safe.
- ✓ Oversees manufacturing, purchasing, and sales departments, ensuring each is reaching goals set by departmental and company leadership.
- ✓ Plans, directs, controls, implements, evaluates, monitors, and forecasts budgets and cost of sales in each division to achieve financial objectives.
- ✓ Communicates and explains new directives, policies, or procedures to managers; for major changes, meets with entire operations staff to explain changes, answer questions, and maintain morale.
- ✓ Improves customer service and satisfaction through policy and procedural changes.
- ✓ Leads coordination and integration of efforts among operations, engineering, technology, and customer service divisions to produce smoother workflow and more cost-effective business processes.
- ✓ Projects a positive image of the organization to employees, customers, industry, and community.
- ✓ Performs other related duties as assigned.

### REQUIRED SKILLS/ABILITIES:

- ✓ Thorough understanding of practices, theories, and policies involved in business and finance.
- ✓ Superior verbal and written communication and interpersonal skills.
- ✓ Superior managerial and diplomacy skills.
- ✓ Extremely proficient in Microsoft Office Suite or related software.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Excellent analytical, decision-making, and problem-solving skills.



#### EDUCATION AND EXPERIENCE:

- ✓ Master's degree in Business Administration required.
- ✓ Extensive and diversified background with at least 10 years of related experience.

#### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 15 pounds at times.





## EXECUTIVE ASSISTANT

### JOB SUMMARY:

The Executive Assistant will provide high-level administrative support to the Executive Director and other senior staff.

### SUPERVISORY RESPONSIBILITIES:

May recruit, interview, hire, and train junior administrative staff in the department.

### DUTIES/RESPONSIBILITIES:

- ✓ Provides high-level administrative support and assistance to the Executive Director and/or other assigned leadership staff.
- ✓ Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.
- ✓ Arranges travel and accommodations for executives.
- ✓ Schedules and attends meetings on behalf of executives, taking notes and recording minutes.
- ✓ Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- ✓ Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.
- ✓ Performs additional duties as assigned by executives.
- ✓ Performs other related duties as assigned.

### REQUIRED SKILLS/ABILITIES:

- ✓ Excellent verbal and written communication skills.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Excellent time management skills with a proven ability to meet deadlines.
- ✓ Ability to function well in a high-paced and at times stressful environment.
- ✓ Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- ✓ Able to type minimum of 50 words per minute.
- ✓ Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.



#### EDUCATION AND EXPERIENCE:

- ✓ High school diploma required, Bachelor's degree in Business Administration or related field preferred.
- ✓ At least four years of related experience required.

#### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 15 pounds at times.





## MARKETING DIRECTOR (COM)

### JOB SUMMARY:

The Marketing Director will oversee, coordinate, and participate in the development of marketing strategies and products for the organization.

### SUPERVISORY RESPONSIBILITIES:

- ✓ Recruits, interviews, hires, and trains supervisory and management staff in the department.
- ✓ Oversees the daily workflow of the department.
- ✓ Provides constructive and timely performance evaluations.
- ✓ Handles discipline and termination of employees and in accordance with company policy.

### DUTIES/RESPONSIBILITIES:

- ✓ Directs and implements the organization's advertising and promotional activities.
- ✓ Analyzes target market information to identify and recommend effective marketing approaches.
- ✓ Identifies new market segments that will benefit from company products.
- ✓ Prepares effective advertising campaigns based on market research.
- ✓ Maintains knowledge on emerging products and services.
- ✓ Collaborates with senior executives to develop growth plans for the organization.
- ✓ Forecasts, drafts, implements, and oversees the department's operating budget.
- ✓ Performs other related duties as assigned.

### REQUIRED SKILLS/ABILITIES:

- ✓ Excellent verbal and written communication skills.
- ✓ Thorough understanding of market developments.
- ✓ Thorough understanding of marketing strategies and practices.
- ✓ Excellent interpersonal and customer service skills.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Strong analytical and problem-solving skills.
- ✓ Strong supervisory and leadership skills.
- ✓ Proficient with Microsoft Office Suite or related software.



### EDUCATION AND EXPERIENCE:

- ✓ Bachelor's degree in Business Administration, Marketing, or related field required; Master's degree preferred.
- ✓ At least five years of experience in marketing and long-range planning required.

### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods of sitting at a desk and working on a computer.
- ✓ Must be able to lift 15 pounds at times.





## DEAN OF EDUCATION

### JOB SUMMARY:

The Dean of Education at New Generation Montessori will develop, organize, deploy and implement the Montessori Curriculum for all Academy campuses and to the Instructors at the Academy.

### SUPERVISORY RESPONSIBILITIES:

- ✓ Supervises and assists with the recruitment, selection, evaluation, and retention of qualified instructors, Montessori Guides, and Montessori Assistants.
- ✓ Facilitates orientation process for new educators.
- ✓ Conducts performance evaluations that are timely and constructive.
- ✓ Handles discipline and termination of employees as needed and in accordance with company policy.

### DUTIES/RESPONSIBILITIES:

- ✓ Oversees and administers the Montessori education program and Montessori Standards according to New Generation Montessori global program.
- ✓ Creates course schedules and assignments for full-time and part-time faculty.
- ✓ Periodically evaluates curriculum and staffing needs for all the campuses; identifies, requests, and obtains appropriate resources to fulfill those needs.
- ✓ Creates and adheres to a departmental budget.
- ✓ Researches and implements methods to expand and improve on the Institute and Academy programs.
- ✓ Identifies available funding opportunities including state and federal grants; drafts proposals and completes applications for grants and other funds.
- ✓ Performs other related duties as assigned.

### REQUIRED SKILLS/ABILITIES:

- ✓ Excellent verbal and written communication skills.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Excellent interpersonal skills with a proven ability to develop networking relationships and partnerships.
- ✓ Ability to create and present ideas and budgets to the CEO and to the community at large.
- ✓ Proficient with Microsoft Office Suite or related software.



### EDUCATION AND EXPERIENCE:

- ✓ Bachelor's degree in Education related field required.
- ✓ Minimum of five years of experience with a combination of teaching and educational administration preferred.
- ✓ Experience successfully leading a department in long-range planning, budgeting, and human resource management required.

### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 15 pounds at times.
- ✓ Must be able to travel to and navigate various campus locations as needed to research, oversee and promote Montessori education standards.





## CAMPUS DIRECTOR

### JOB SUMMARY:

The Campus Director will plan, direct, and coordinate all phases of the school's operations and direct trees from the Dean of Education.

### SUPERVISORY RESPONSIBILITIES:

- ✓ Oversees the daily workflow, scheduling, and operations of the school.
- ✓ Hires and trains campus new staff with the mandatory introductory course.
- ✓ Evaluates guides (teachers) and guide assistant performance and provides additional training and guidance.
- ✓ Manages, directs, and evaluates clerical, lunch, and janitorial staff.
- ✓ Handles discipline and termination of employees and in accordance with policy.

### DUTIES/RESPONSIBILITIES:

- ✓ Structures a developmentally appropriate educational experience in compliance with the Montessori standards set by the Dean of education, and the Health Department, Licensing, County and City requirements.
- ✓ Obtain all required information for enrollment for new students, including recent photo, email addresses for parents and authorized pick up's, physical ID's, Vaccinations and Health records.
- ✓ Enroll each new student into the Procure desktop and mobile app.
- ✓ Prints and complete each student physical file.
- ✓ Oversees and assists Guides and Guides assistants with implementation of the program.
- ✓ Oversees the administration of the school.
- ✓ Oversees all ancillary extracurricular services.
- ✓ Monitors classroom instruction; provides constructive feedback and training as required.
- ✓ Communicates regularly with teaching staff concerning identified behavioral or learning difficulties in children; suggests ways to improve the situation.
- ✓ Develops and maintains positive relationships with parents.
- ✓ Encourages parental involvement in and support of school programs.
- ✓ Maintains a visible presence throughout the facility.
- ✓ Enforces safety and security standards for children, staff, and visitors.
- ✓ Maintains required paperwork and reports on students, school operations, incident reports, and other documentation.
- ✓ Provides or leads workshop and training sessions that are beneficial for Guides and Guide's assistants.
- ✓ When required, purchases and negotiates contracts to purchase instructional materials and teaching aids, including developmentally-appropriate books, educational materials, and games.
- ✓ Creates, plans, develops, and implements the annual budget.
- ✓ Maintains current knowledge of research, developments, and best practices in early childhood education.
- ✓ Performs other duties as assigned.



### REQUIRED SKILLS/ABILITIES:

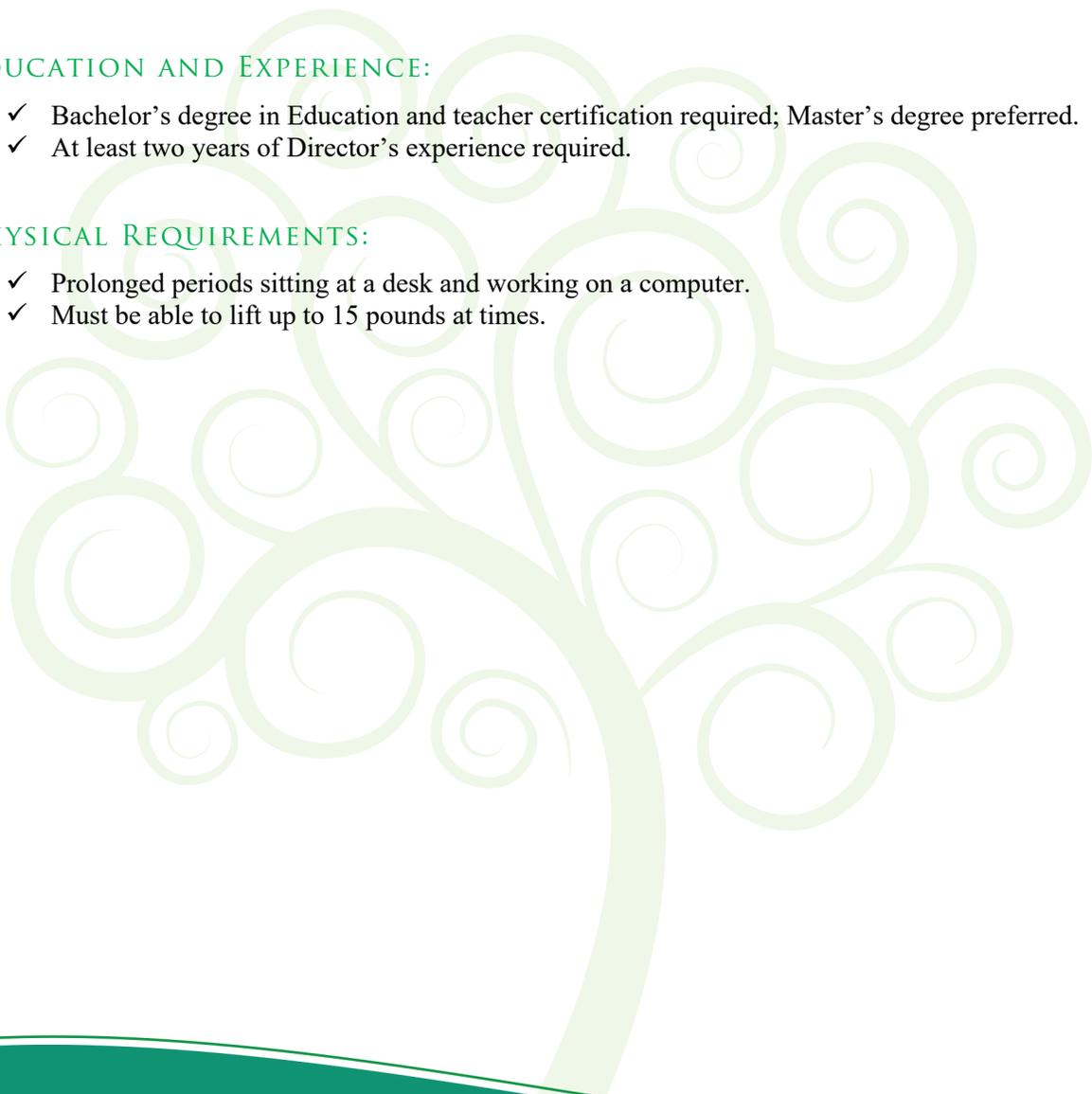
- ✓ Extensive knowledge of early childhood development principles and developmentally-appropriate educational practices.
- ✓ Thorough understanding of educational licensing requirements, and other local and state guidelines and requirements.
- ✓ Excellent communication and interpersonal skills with adults and children.
- ✓ Ability to create a positive, safe, and nurturing environment for children.
- ✓ Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
- ✓ Excellent organizational and administrative skills.
- ✓ Ability to plan, manage, and evaluate curriculum.
- ✓ Proficient with Procure, Microsoft Office Suite or related software as required for recordkeeping and documentation.

### EDUCATION AND EXPERIENCE:

- ✓ Bachelor's degree in Education and teacher certification required; Master's degree preferred.
- ✓ At least two years of Director's experience required.

### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 15 pounds at times.





## MONTESSORI GUIDE (TEACHER)

### JOB SUMMARY:

The Montessori Guide will work with children according to their age group:

- ✓ Nido – 6 Months Old to 24 Months Old.
- ✓ Toddlers – 24 Months Old to 36 Months Old.
- ✓ Casa – 3 to 6 Years Old. (Includes Kindergarten)
- ✓ Workshop One – First to Third grade elementary Education.
- ✓ Workshop Two – Fourth and Fifth grade elementary Education. developing their vocabulary, social skills, and behavior.

### SUPERVISORY RESPONSIBILITIES:

- ✓ Oversees the Guide Assistant performance and instructs her as/when required.

### DUTIES/RESPONSIBILITIES:

- ✓ Structures a developmentally appropriate educational Montessori experience in the environment using all the Montessori lessons and activities.
- ✓ Prepares
- ✓ Teaches students to follow manners, rules and procedures in the environment and school.
- ✓ Monitors students' progress throughout the year and evaluates preparedness for following academic level.
- ✓ Communicates all progress and concerns with tact and professionalism to the director and when required to the parents.
- ✓ Builds and maintains positive relationships with parents.
- ✓ Enforces safety and security standards for children, staff, and visitors.
- ✓ Maintains required paperwork for individual student files, attendance and incident reports, and other necessary records.
- ✓ Maintains knowledge of research, developments, and best practices in early childhood education.
- ✓ Participates in the continuous education required by the Licensing Authority.
- ✓ Keeps her background check, CPR, physical examination and any other requirement updated.
- ✓ Performs other duties as assigned.



### REQUIRED SKILLS/ABILITIES:

- ✓ Montessori Education extensive knowledge.
- ✓ Extensive knowledge of early childhood development principles and developmentally appropriate educational practices according to the Montessori Education.
- ✓ Enthusiastic personality that will engage preschool children.
- ✓ Excellent communication and interpersonal skills with adults and children.
- ✓ Ability to collaborate and communicate with teachers, support staff, parents, and students in a positive and constructive way.
- ✓ Excellent organizational skills.
- ✓ Ability to plan, manage, and evaluate curriculum.
- ✓ Proficient with Microsoft Office Suite or related software as required for recordkeeping and documentation.

### EDUCATION AND EXPERIENCE:

- ✓ AMI or AMS Certificate.
- ✓ Licensing and Education Department required training.
- ✓ Previous experience as a Guide or a Guide's assistant preferred.

### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods standing and walking throughout the classroom.
- ✓ Must be able to lift up to 45 pounds at a time.
- ✓ Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children.



# MONTESSORI GUIDE ASSISTANT

## JOB SUMMARY:

The Montessori Guide Assistant facilitates the efficient operation and flow of the Montessori Environment, maintaining control over the students so the Guide will be able to work individually presenting lessons to the students.

## SUPERVISORY RESPONSIBILITIES:

- ✓ May supervise environment cleanliness and maintenance required.
- ✓ May assist in training newly assistants.

## DUTIES/RESPONSIBILITIES:

- ✓ Follow Lead Montessori Guide guidelines and instructions.
- ✓ Maintain Environment clean and neat at all times brooming and mopping when required.
- ✓ Check supplies stock for all consumables like plastic utensils, toilet paper, hand towels, soap, etc. And request to the Director to restock when needed.
- ✓ Maintain control and discipline in the environment while the Guide is working on individual lessons with students.
- ✓ Take Temperature for each student at environment arrival
- ✓ Update the student count board
- ✓ Prepare the bed cots with each individual blankets for students during naptime
- ✓ Frequently revise and change diapers when required for Nido and Toddler students and record the change in the correspondent form.
- ✓ Attend any mandatory training or meeting.
- ✓ Performs other related duties as assigned.

## REQUIRED SKILLS/ABILITIES:

- ✓ Excellent verbal and written communication skills.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Basic understanding of a Montessori Environment and the Montessori Philosophy.
- ✓ Ability to work independently.



### EDUCATION AND EXPERIENCE:

- ✓ Montessori Philosophy training required.
- ✓ Montessori Assistant Guide training required.
- ✓ Associate's degree required; Bachelor's degree in related field preferred.
- ✓ One or two years of experience preferred.

### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 45 pounds at times.





## MAINTENANCE

### JOB SUMMARY:

The General Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

### SUPERVISORY RESPONSIBILITIES:

- ✓ None.

### DUTIES/RESPONSIBILITIES:

- ✓ Inspects and identifies required maintenance and repairs of electrical, plumbing, heating, ventilation, and air conditioning (HVAC), carpentry, painting, and other campus equipment or machines in need of repair.
- ✓ Troubleshoots issues to determine necessary repairs.
- ✓ Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- ✓ Performs routine maintenance on building systems.
- ✓ Cleans and assists with upkeep of the facilities.
- ✓ Keep playground areas free of leaves or other debris from trees
- ✓ Ability to work independently
- ✓ Orders supplies and materials needed for repairs and maintenance.
- ✓ Performs other related duties as assigned.

### REQUIRED SKILLS/ABILITIES:

- ✓ Ability to follow instructions from supervisors or senior maintenance workers.
- ✓ Knowledge of general carpentry and repair.
- ✓ Ability to use hand tools and power tools.
- ✓ Excellent organizational and time management skills.

### EDUCATION AND EXPERIENCE:

- ✓ High school diploma or equivalent required.
- ✓ Related experience preferred.
- ✓ Two years of experience preferred

### PHYSICAL REQUIREMENTS:

- ✓ Prolonged periods standing and walking.
- ✓ Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- ✓ Must be able to lift up to 50 pounds at a time.