



Preschool Director & Classroom Assistant — Small Montessori Program

Sequoia Montessori School in Palo Alto is seeking a qualified and warm **Preschool Director with classroom support responsibilities** to join our small Montessori Children's House program. This role is ideal for an experienced early childhood professional who enjoys both **administrative leadership** and **hands-on work with children** in a calm, respectful environment.

This is a **hybrid position** combining Director responsibilities required for Community Care Licensing with daily support in the classroom.

Position Overview

The Preschool Director serves as the designated Director for licensing purposes while also supporting the daily life of the classroom alongside the Lead Guide. This role is central to the smooth operation of the program and works closely with the school owner to ensure compliance, consistency, and a warm school culture.

The program serves a **small group of approximately 10 children**, allowing for meaningful relationships with children, families, and staff.

This role also includes responsibility for supporting enrollment growth and, in collaboration with the school owner, preparing for the opening of a second classroom as the program expands.

Director Responsibilities

- Serve as the designated Preschool Director for California Community Care Licensing
- Ensure ongoing compliance with licensing regulations and documentation requirements
- Support enrollment processes, tours, and family communication
- Maintain staff records, schedules, and required documentation
- Collaborate with the school owner on program operations and planning
- Maintain children's and personnel files and ensure required licensing documentation remains current; prepare records for licensing visits; ensure health, safety, staffing, and documentation requirements are followed.

Classroom Support Responsibilities

- Follow the Lead Guide's direction regarding the Montessori environment, classroom routines, lessons, and interactions with children. Assist with supervision, transitions, and daily routines
- Help maintain a calm, orderly, and prepared environment
- Build warm, respectful relationships with children and families
- Step into the classroom when coverage or additional support is needed
- Maintain a clean, safe, and orderly environment in accordance with health, safety, and licensing requirements.

Qualifications

- Must meet **California Community Care Licensing requirements** to serve as a Child Care Center Director. Relevant ECE/CD coursework, administration coursework, permits, and qualifying experience will be verified as required by Licensing.
- **Child Development Program Director Permit** or equivalent qualifications preferred.
- Background in **Early Childhood Education** required; Montessori experience is strongly preferred.
- AMI training is **not required**; however, the candidate should have a genuine interest in Montessori education and be open to learning and working within an authentic Montessori environment.
- Organized, responsible, and comfortable balancing **Director responsibilities with hands-on classroom work**.
- Warm, professional, and collaborative in working with children, families, and staff.
- **Willing to work closely with and** support the Lead Guide in maintaining the Montessori classroom environment.

Position Details

- Small Montessori Children's House, initially approximately 10 children
- Planned growth to a maximum of approximately 22 children across two classrooms
- Monday–Friday, approximately 6 hours per day; exact schedule to be discussed
- Combination of Director responsibilities and daily classroom work
- Start date: As soon as licensing is completed, anticipated Fall 2026
- **Compensation: \$45/hour, W-2**
- Starting compensation reflects the small size of our current 10-child program. As enrollment grows, a second classroom opens, and the scope of the Director's responsibilities increases, **compensation will increase accordingly**.

Interested candidates should email resume and cover letter to Maria Sorokina, Owner and Lead Guide of Sequoia Montessori School, msorokina@gmail.com