

Quemazon Montessori School

School Director Opportunity

About Quemazon Montessori School

Quemazon Montessori School is a thriving and long-established Montessori community, licensed for 100 children ages two months through five years of age in Los Alamos, NM. For twenty-five years, the school has earned a reputation for excellence, warmth, and authenticity-guided by deep respect for children and an unwavering commitment to Montessori principles.

Quemazon Montessori School is a year-round, family-friendly program, open from 7:30 a.m. to 5:30 p.m., providing consistency and care that support both children and families. The school is deeply respected and well-established and is seeking a Director who will honor its legacy while guiding the community into its next chapter of stability and growth.

This is a meaningful opportunity for a dedicated leader to make Quemazon Montessori School their professional home-investing fully in the mission, people, and long-term success of the school.

Position Overview

The Director serves as the chief operating officer of Quemazon Montessori School, overseeing daily operations and ensuring that the school's mission, philosophy, and culture are reflected throughout every aspect of school life.

This is a year-round leadership position requiring a thoughtful, steady leader who can balance operational oversight with hands-on mentorship, community engagement, and relationship-building.

The Director works collaboratively with the Board on major strategic and financial decisions, while independently managing day-to-day operations with confidence, integrity, and sound judgment.

Key Responsibilities

- Lead the school community with warmth, respect, and transparent communication
- Oversee all aspects of daily operations, including staffing, program quality, compliance, and parent relations
- Mentor and coach teachers to strengthen classroom practice and elevate instructional quality

- Recruit, retain, and develop exceptional educators aligned with Montessori values
- Partner with the Board Members on strategic planning, budgeting, and policies
- Foster a culture of kindness, collaboration, and commitment to each child's growth and independence
- Oversee admissions, communication, and professional development systems
- Build trust and engagement with families and the broader Montessori community

Qualifications

- Child Development Associate (CDA) or bachelor's degree in an education related field required
- Montessori credential desired or willingness to complete training over time
- Minimum of three years of school leadership or educational administration experience
- Must complete NM ECECD required FOCUS Trainings
- Must pass NM ECECD Background Check
- Strong leadership, communication, and organizational skills
- Demonstrated success mentoring educators and supporting professional growth
- Calm, confident presence grounded in kindness, accountability, and respect
- Commitment to long-term leadership and the continued success of Quemazon Montessori School
- Desired proficiency in Spanish
- Knowledge of New Mexico FOCUS administrative processes is a plus

Benefits

Quemazon Montessori School offers a supportive benefits package plus:

- Collaborative, supportive school culture
- Dedicated ownership team
- Opportunity to grow within a respected, mission-driven Montessori community
- We offer a competitive salary commensurate with experience and qualifications

Interested? Questions? Email quemazonmontessori@gmail.com