



Executive Director Position

About our School

The Harmony School is a small, affordable non-profit private school. Harmony is a science based program serving Pre-K through Fifth Grade with after-care in Columbia, South Carolina. Harmony has offered a unique, multi-year curriculum of Montessori - Waldorf inspired and inquiry-based learning for more than 25 years.

Mission Statement

We create a warm and natural environment that encourages children to explore and develop their individual capabilities and to learn problem-solving and respect for others in a spirit of kindness that nurtures a sense of belonging in our community.

Job Description

The Executive Director position is a full-time role managing the overall administration of the school. This position serves as the primary leader of The Harmony School, as well as the school's most prominent public face.

Key responsibilities of the position include:

- Oversight of curriculum development for both the Pre-School, Elementary, and Summer Programs
- Leading the School by guiding and directing staff, and managing the needs of the Harmony students and families
- Ensuring compliance with DSS regulations, as well as school operational and financial policies
- In concert with the Board of Directors, development and execution of Harmony's Marketing program to include short-term (e.g., annual budget) and long-term (e.g., Marketing Plan) activities.
- Completion of grant applications and future eligibility research.
- Maintaining the school-wide events calendar, webpage, and social media sites.
- Ongoing development of marketing content to grow Harmony's footprint (e.g., press releases, direct mailings, advertising)
- Organizing and assisting with traditional fundraising activities such as sponsored or promotional events, direct mail solicitations and telemarketing efforts
- Developing and maintaining Harmony's donor database. Managing event planning, including working with vendors, event coordinators, volunteers and donors.
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Essential Functions

- Perform administrative duties as part of the Harmony School's tuition management program (e.g., FACTS).
- Track and monitor student attendance Coordinate and maintain student files Administer basic first aid to students in compliance with established school guidelines.
- Monitor students referred for illness or injury to maintain a safe and secure school environment.
- Perform general front office duties including response to phone and email communications
- Welcome on-site visitors and monitoring their movements on campus
- Maintain files, records, reports, and inventory (e.g., student health forms, employee records, budget reports, grants, etc.).
- Maintain school office supplies Coordinate and direct vendors
- Schedule and coordinate general facility maintenance.

Ideal Candidate Qualifications

- BA/BS degree required (education or related discipline preferred).
- Graduate degree (M.Ed) preferred.
- A minimum of six months experience teaching in a classroom setting
- A spirit of service and generosity, sound judgment and maturity, calm attention to detail and accuracy, excellent follow-through, communication skills, and the ability to work with others.
- A passionate belief in the Harmony School's mission, values and educational model and an enthusiasm for helping children learn and succeed.
- A willingness to pursue continuous education opportunities and a drive to set and achieve ambitious, challenging, and tangible goals.

Minimum Skills and Qualifications

Excellent interpersonal and communication skills.

- Uncompromised ethics, high work standard, and an attention to detail.

A willingness to be an active member of an innovative, collaborative, and cohesive team of educational professionals.

- Business telephone etiquette.
- Excellent grammar and punctuation, and basic math skills.
- Adept at working with a variety of software applications (e.g., Microsoft Windows).
- Experience planning and executing projects and activities.

Compensation

\$55,000- \$60,000. Commensurate with skills, education and experience.

Benefits.

Eligible to participate in Harmony's 401k retirement and tuition waiver programs. Fifteen (15) days of paid time off (PTO) each calendar year in addition to school vacation days.

Application Process

Send an email to boardmembers@harmonyschoolsc.org and attach a resume and cover letter in .pdf format. Please include the names and contact information for three personal or professional references.