**BARBARA WADDLE**

Phone: 818.919.1006barbaralynnew@gmail.com

**MONTESSORI SCHOOL DIRECTOR**

**Professional Experience**

**Montessori of the Village** 2011-2016

Director of Montessori preschool licensed for 85 children ages 18 month to 6 years in Westlake Village, CA. Opened new school and equipped all classroom, hired staff, developed all policies and procedures. Insured compliance with laws and regulations. Grew School to capacity with a 40 family waiting list.. Conducted all school tours and enrolled new students. Supervised staff, directed staff meetings, and provided in service training. Implemented marketing and community relations. Set up and managed the office, did bookkeeping, managed all records, and maintained facility. Designed Montessori curriculum and provided parent education. Established a Montessori “Mommy and Me” program. Structured and administrated after school day care program. Prepared newsletters for families and weekly reports for the school owner. Taught in the classrooms as needed and hired all subs. Ordered and inventoried all supplies and improved playground areas. Prepared staff schedules and yearly calendar. Created Summer Camp program. Conducted staff reviews and ongoing Montessori training to include workshops and seminars.

**Pasadena Montessori School** 2006-2008

Director/Head Teacher for a preschool serving 70 families in Pasadena. Designed classrooms and facilitated staff and parent relations. Conducted staff meetings and provided Montessori training when needed. Maintained schedules, facility, and ordered educational materials. Implemented summer program. Provided parent education about the Montessori Method. Did the school tours and enrolled new students. Provided in service training to the staff. Maintained all records and student information.

**Santa Monica Montessori School** 2004- 2006

Montessori teacher and director of ECE program. Designed classrooms and managed Montessori curriculum. Conducted staff meetings and parent conferences. Hired and trained classroom aides and evaluated staff. Coordinated parent education, wrote newsletters, and assisted with marketing. Restructured the office by updating software and implementing new procedures. Planned large fund raisers generating $100,000. Consulted with the MACTE Montessori teacher training program and assisted with teacher training. Since 2009 assisted with bookkeeping, parent relations, enrollment, and office administration on a consulting basis.

**Glendale Montessori Elementary School** 2002-2003

Montessori guide for 1st and 2nd grade elementary class in Glendale, CA. Established model Montessori elementary classroom designed for individualized instruction. Conducted parent education and held conferences. Established long and short-term student goals. Maintained supplies, student records, and created new teaching materials. Prepared daily lesson plans and enriched curriculum. Arranged field trips and extra-curricular activities. Worked closely with parents to provide Montessori education.

Supervised assistant. **Montessori Learning Center, Inc.** 1984-1989

Director of a nonprofit parent owned Montessori School that served 90 children in the Salinas valley. Provided leadership and direction to staff and school community. Responsible for hiring, training, and supervision of all personnel. Performed all budgetary and accounting functions. Worked closely with the Board of Directors. Assured compliance with all legal regulations. Conducted parent and community workshops about Montessori education. Wrote newsletters and assisted with all parent conferences. Increased the schools enrollment and revenues by 75% within the first year. Supervised curriculum and assisted in classrooms. Provided in service Montessori training to teachers and assistants. Marketed the school and set up Montessori training seminars for Salinas School District Personnel.

E**ducation, Workshops, and Conferences**

Graduate work towards an MBA, San Jose State University Graduate work in Education, San Diego State University

B.A., Psychology, San Diego State University

MACTE Summer Program Attendance Santa Monica

Montessori Teacher Training, St. Nicholas Montessori Teacher Training Center, London, Eng.ECE Program Administration, Cabrillo College, Santa Cruz, CANCME Montessori Conferences

PACT Toddler Training WorkshopAMI Montessori Conferences

AMS Montessori Conferences

MACTE Conferences

**Barbara Waddle**

**Affiliations**

American Montessori Society

MACTE

National Center for Montessori Education

California Montessori Council

California Gifted Network

Conejo Valley Chamber of Commerce