

MICHELLE SEYLLER

Skill Highlights:

- Well-documented collaborative leadership skills
- Strong capability to shape a connected community of staff, parents, and students
- Unique perspective as a Montessori parent, educator, and administrator
- Positive, approachable presence
- Detailed knowledge of AMS/AMI/AISNE accreditation process
- Excellent written and verbal skills
- Decisive, creative problem-solving ability
- Strong organizational and time-management skills

Professional Experience:

Thacher Montessori School, Milton, MA (2004 – Present)

Assistant Head of School (July 2016 – Present)

Serve as key support and advisor to the Head of School, overseeing and implementing day-to-day operations:

- Assess and develop school protocols, create, and implement office and staff policies, develop schedules, and define staff roles and responsibilities
- Establish educational programs, as well as criteria for faculty and staff
- Identify needs and complete projects to improve the quality of the school's delivery of Montessori education.
- Serve as liaison to parents, addressing concerns and determining reasonable solutions, as well as organizing and hosting parent events.
- Observe teachers, assistants, and specialists, coordinate supervision and support
- Supervise school nurse and oversee the execution of first aid and emergency care policies and procedures; ensure compliance with Department of Public Health (DPH) regulations.
- Interview, hire, and orient new employees.
- Work closely with the business office in the preparation and oversight of program budgets, employee time-off benefit usage, and cost-saving measures.

Summer Program Coordinator (2007 – 2016)

Manage Thacher's summer program, resulting in essential summer opportunities for students and significant income for the school during the summer months.

Toddler/Children's House Level Coordinator (2010 – 2016)

Coordinated curriculum, staff support and development, and parent education for all Toddler and Children's House classrooms.

Children's House Lead Guide (2006 – June 2016)

Directed a dynamic and thriving Children's House classroom and supervised two classroom assistants.

Children's House Intern/Assistant (2004 – 2006)

Charles River Association for Retarded Citizens, Needham, MA

Charles River Industries Director of Day Services (1996 – 2002)

Directed vocational day programs servicing over 100 developmentally delayed adults.

- Developed agency policies and procedures
- Created program goals, collected data, and prepared agency program evaluation reports
- Interviewed, hired, trained, supervised, and evaluated program staff

- Maintained program standards in compliance with Department of Mental Retardation (DMR), Commission on Accreditation of Rehabilitation Facilities (CARF), and Department of Labor (DOL) state and federal guidelines
 - Reviewed and approved program attendance records for state and customer billing
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Education:

North American Montessori Teachers' Association

Montessori Whole-School Management Professional Development Course for Administrators
(November 2017)

Montessori Training Center of New England

AMI Primary Certificate (2009-2011)

Endicott College

Master of Education (2005-2006)

Northeast Montessori Institute

AMS Primary Certificate (2005-2006)

Northeastern University

Bachelor of Arts, Psychology (1989-1993)

Other professional experiences:

American Montessori Society School Accreditation Commission (2019 - Present)

SAC Commissioner 2019-2021

SAC Secretary 2020 – Present