Ksenia Dokuchaeva

Contact

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LinkedIn

Objective

Seeking a role as School Director Executive Assistant / Montessori administrator in a Montessori 0-6 school, focusing on school management and family engagement.

Desired responsibilities

- Manage the onboarding process for new families
- Plan and organize parent community and educational events
- Lead internal startups
- Help parents in home environment setup
- Lead 0-3 Parent-Child Groups
- Conduct teachers team recruitment, onboarding and professional development
- Support the School Director in all organizational matters

Key Professional Experience

Co-founder & Educational Director
Sunrise Montessori School, Moscow, Russia 2014 - 2022

- Founded and managed a bilingual Montessori school (0-6), and elementary Montessori school (6-12).
- Managed the full HR cycle, including recruitment, onboarding, and training.
- Handled families enrollment, onboarding, parent education and community development.
- Developed school policies and guidelines.
- Managed and ensured the quality of 0-6 programs.
- Led curriculum development for 0-3 programs and facilitated parent-infant and parent-toddler groups.

Professional Experience

Montessori Education consultant
Sunrise Ed Care / Family Care, online 2022 - present

- Advised school leaders on opening, managing, and growing Montessori schools in Uzbekistan, Serbia, Portugal, Russia, and Indonesia.
- Conducted teacher training and supervision on Montessori methods, child observation, and Nonviolent Communication (NVC) in several schools in Bali.
- Developed an online community for Russian-speaking Montessori leaders.
- Led online training on school management, including teacher recruitment, retention, parent education, and community development.
- Consulted parents on 0-6 child development and creating Montessori-inspired home environments.
- Created online resources for parents on psychomotor development (0-3), cooking with children, and designing Montessori-friendly spaces.

Preschool Manager & Consultant
School of Leaders, Bali, Indonesia 2024 - 2025

- Helped set up a new Montessori preschool
- For the first year was overseeing all operational processes including hiring & development of the teachers and working with the families
- Consulted on implementation of authentic Montessori practice

Co-founder & Managing Director
Sunrise Corporate Child Care, Moscow, Russia 2013 - 2016

- Developed corporate child programs, including summer camps and parent education, for major companies like J&J, Mary Kay, 3M, and Microsoft.

Marketing Manager
Baby Club, Moscow, Russia 2012 - 2013

- Led B2B marketing efforts for a franchise company with 160 child centers.
- Developed marketing strategies to support the growth of the franchise network.

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Skills

- School Management
- Communication
- Families Admission
- Parent Education and Engagement
- Community Development
- Team recruitment and Training
- Montessori programs Start and Development

Education

Master of Education
Loyola University, Maryland, USA — 2018
Montessori education with course on Special Education

Assistance to Infancy
The Montessori Institute, Denver, USA — 2013 - 2014
AMI training for 0-3 Montessori educators with Judi Orion

International relations and world economics
Chelyabinsk State University, Russia — 2005 - 2010
Bachelor Degree in Economics

Professional Development

School Leadership Course, online
Whole School Leadership Institute, USA — 2026 - in process

Non-Violent Communication Intensive Training, Bali
Center for Non-Violent Communication — 2023

Mediation Workshop, Moscow - Helsinki
Interregional Montessori Association — 2024

Lead Montessori conference, Prague, Czech
Montessori Institute in Prague — 2018, 2019

Montessori leadership workshops, Moscow, Russia
Peter Davidson workshops on school leadership and management — 2013, 2015, 2017

Managing the school workshops — 2014 - 2022
Interregional Montessori Assocication

Various trainings on child development — 2013 - 2020
workshops on music and movement for 0-3 children, play in Montessori classroom, parent-child groups, Montessori for special needs children etc.

Volunteering

Montessori School Bali — 2025
President of Parent Teacher Association – organized community events, supported school fundraising activities

AIESEC, International Youth Organization — 2008 – 2010
Local Committee President – organized student events and internships to develop leadership skills

References

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