

OPEN POSITION

Assistant Director

Encouraged to apply by:
May 29th

director@montessorischoolof
cheyenne.org



REPORTS TO:

Director

LOCATION:

5926 Townsend Pl
Cheyenne, WY

HOURS:

Full Time
12 months
Starts June 2020

COMPENSATION:

\$29K - \$36K
commensurate
with experience

BENEFITS:

Health Insurance
401K
PTO Available

TO APPLY:

Cover Letter (Interest
in position and experience)
Resume
Recommendation
Letters (3)

ABOUT THE **ASSISTANT DIRECTOR** POSITION

The Montessori School of Cheyenne (MSC), the only school in Cheyenne, Wyoming accredited through The American Montessori Society, is a non-profit organization serving children 12 months to six years old. Since 1978, MSC has been nurturing children in a loving, caring, and enriched environment while teaching them to respect others, nature and themselves.

MSC is seeking an Assistant Director who will inspire and help lead a team of passionate teachers, build relationships with families, and instill an internal love for learning in the students. This is a unique opportunity to cultivate your leadership skills through real life experience, training, and by working alongside the Director.

The Assistant Director will provide top-notch customer service skills to current and prospective families and support all aspects of center operations. Additional responsibilities include:

- Ensure MSC students and staff members enjoy a safe and nurturing environment through compliance with DFS and STARS.
- Team player with a good sense of humor and a positive outlook. Build and maintain teacher relations by providing ongoing, collaborative support.
- Represent the MSC brand in the community, to include fundraising, marketing, and introducing new families to the Montessori philosophy.
- Support MSC's mission to provide excellence in education through open communication, trust, and support.
- Develop and maintain relationships with families through positive interaction and effective communication.
- Support Director in budget management through monitoring expenses and generating invoices.
- Able to multitask, problem-solve and adapt successfully and effectively
- Punctual and dependable.
- Trustworthy and able to maintain confidentiality.
- Strong verbal and written communication skills.
- Willingness to deal with interruptions and have a willingness to jump in and help in emergent situations for teachers, administrators, parents, or caregivers.

The ideal candidate has

- Bachelor's degree or higher in education or business management.
- 1-3 years supervisory/administrative experience.
- Experience working with children and the Montessori philosophy.
- Experience with accounting, fundraising and marketing.
- A warm and positive demeanor and excellent interpersonal skills.
- Capacity to understand and manage staffing and enrollment.
- Strong leadership skills and the ability to communicate with staff and parents effectively.
- Strong organizational and computer skills, including experience with QuickBooks and T-sheets.