

Admission Officer and Administrator Position

The Alef Bet Montessori School is looking to hire a caring, dedicated individual who enjoys working in an environment with young children to join our administrative team - as Admission Officer.



About the School:

- We are a Jewish Montessori School that has been around since 2005 and is located in North Bethesda, MD.
- We serve children ages 18 months through 6th grade and educate them using the Montessori method combined with our Jewish religion.
- We prefer to promote from within so this is an excellent opportunity for anyone considering a career in the educational Montessori.
- The position is Part time or full-time, Monday through Friday - pending on the candidate.
- This position is a great opportunity for a recent graduate as an entry-level position that allows a tremendous opportunity to grow.

About the Position:

The ideal candidate must be an outstanding communicator and deep listener who appreciates and understands diverse perspectives, values intellectual exchange and respectful disagreement, embraces Montessori principles, and has a deep understanding of Jewish education and Jewish life.

Previous background and understanding of Montessori education is a benefit.

Responsibilities:

- Meet routinely with the Head of School, Administrative team, and teachers
- Conduct Admission interviews, communicate with potential parents, represent the school and present the school methodology
- Create marketing material and work with other administrators to create marketing materials to promote the school curricula, events, and other elements of the school.
- Help plan events for the school when needed.
- Work with the Licensing authorities, and submit applications and paperwork when needed.
- Attend professional conferences to expand knowledge of Montessori education.
- Plan school professional development in collaboration with faculty;
- Find prospective families through online and print marketing
- Conduct school tours and interviews with prospective families
- Facilitate communication between teachers and potential parents
- Collect, organize, and maintain records of events and activities to present to potential parents
- Help plan and execute fundraising events and assist with supporting email/ mailing communications
- Easily managing of social media posts on Facebook & Instagram, web and other media
- Oversee the enrollment process at the Alef Bet Montessori School

- Create registration forms and organize spreadsheets with student registration information and work on the school platform for admission and registration with the Business office. Collaborate with the Business office and teachers about class listing and more.

Requirements:

- BA or BS in any area
- Have a genuine desire to make a difference in a child's life every day.
- Have the ability to build positive relationships with families and co-workers.
- Highly organized and able to prioritize and manage multiple projects at once. Wear many hats.
- Have well-developed collaboration skills
- Possess a kind and caring disposition and the stamina and resilience to work in a small, yet homey fast-paced, demanding environment
- Demonstrate a willingness to embrace complexity, as well as flexibility and joyfulness
- Physically able to lift a minimum of 40 pounds and to sit on the floor with the students, as well as be able to engage, see and hear the students to ensure their safety both in the classroom and on the playground.
- If hired, must complete a medical exam and Criminal Background Check prior to the first day of employment.
- During employment, must earn and maintain certifications as required by the Maryland State Department of Education (CPR or Finger printing and so forth, 90 hours of training).
- Fluent in English reading, speaking, and writing. Hebrew knowledge is a plus
- Comfortable working with technology, different software such as Canva, FACTs, Transparent Classroom.
- Proficient in MS Office, Google Suites, social media, website editing, and CRMs.
- *NOTE This position requires knowledge and experience of Jewish laws, Halacha, and practice.*
- Understanding of Montessori education is a benefit for potential candidate.

Salary: \$50,000 - \$60,000 per year. This is a perfect opportunity for a recent graduate to grow into the Admin team of the school. Opening position that hold good opportunities.

Benefits:

- Dental, Health, & Vision Insurance
- Professional Development
- Retirement Plan
- Paid Time Off
- All Jewish Holidays Off
- Winter & Spring Break Off

How to Apply: <https://www.alefbetmontessori.org/careers>