

## Open Position: **Assistant to the Head of School**

Available: **May 1, 2023**

**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.**

### **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 full-time, Monday through Friday.
- 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.

### **Responsibilities:**

- Meet routinely with the Head of School, Administrative team, and teachers
- Represent the Head of School at relevant gatherings, including performances and fundraising events scheduled outside of normal school hours.
- 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 parents
- Collect, organize, and maintain records of students and staff
- Help plan and execute fundraising events and assist with supporting email/ mailing communications
- Manage blog content & social media posts on Facebook & Instagram
- Oversee the enrollment process at the Alef Bet Montessori School
- Record and communicate program policies with staff and parents
- Create registration forms and organize spreadsheets with student registration information

### **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 (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.*

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