



ST. MARY'S MONTESSORI SCHOOLS

NOW HIRING | ASSISTANT DIRECTOR

Location: Rancho Cucamonga, California

Job Type: Full-time Exempt

Pay Scale: \$68,000.00 to \$70,000

Compensation: Competitive, based on qualifications and experience

Reports to: Director, Head of Schools

Job Type: Full-time/ Monday to Friday (Some weekends as needed) / In-Person

If interested please email resume and AMI Diploma to corporate@stmarysmontessorischool.com

Summary

St. Mary's Montessori School is looking for an experienced, self-motivated individual for an Assistant Director position. We are looking for a long-term commitment with strong leadership, professionalism, excellent communication skills, and a love of early childhood education.

A candidate must have strong leadership skills to direct a school and be able to motivate, lead, and inspire others. Candidates must also have a good understanding of the Montessori philosophy and have trained through AMI with experience as a Director or Assistant Director. Management experience in a licensed childcare center or preschool is required with demonstrating effective organizational, time management, writing, and multitasking skills is desired. The successful candidate will receive competitive compensation and benefits.

Qualifications and standards

The **MINIMUM** required to qualify for this position.

- AMI Montessori Diploma.
- 2-3 years of early childhood education experience or related education.
- Bachelor's degree in Child Development or equivalent work/educational experience.
- 12 Core Early Childhood Education Units
- Early Childhood Education Administration units
- Assistant Director experience

Preferred requirements:

- Minimum 2 years experience working in a Montessori environment
- Bachelor's Degree in Child Development/ Education related

Specialized Training and/or Licensing

- Coursework in child development.
- California State-required qualifications to supervise a group of students alone.
- Serve Safe Certification.
- Director First Aid and CPR extended hourly certificate.
- DSS Comp 1 and 2 for Directors.

Benefits:

- Paid holidays per year
- One to Two weeks of paid vacation per year
- Paid Sick days
- Great work environment
- Free freshly prepared lunches by onsite chef
- Discounted tuition for employee children
- Paid Training (including In-service)
- The Employee of the Month Incentive
- Annual wage reviews