

Bilingual Enrollment Assistant/ Substitute Teacher

The Montessori Institute of San Diego Children's House, a premier Montessori school serving children from 18 months to 6 years, seeks a friendly, flexible team member who can "go with the flow" on any given day-- switching between clerical office duties, interfacing with parents, and substituting in our Montessori classrooms. This is a unique opportunity for someone who wants to experience what it's like to work in an authentic AMI Montessori school, both in the office and also in the classroom.

An AMI Montessori diploma is not required but preferred. The ideal candidate will have a warm and dignified presence, be open to learning more about the Montessori way of life, and enjoy working with young children. This is a supportive role with room for growth.

- Hours are 7:15-3:45, Monday-Friday.
- Start date is **January 7, 2019** or sooner.
- Salary & benefits commensurate with experience.

Qualifications/Skills

- High School Diploma
- 12 ECE units
- Bilingual English/Spanish
- Montessori experience
- Office experience
- Basic competence with Microsoft Office
- Cheerful approach to any task, large or small

Bonus Skills (preferred, but not required)

AMI Montessori diploma

How to Apply

You can visit our website to get a feel for our school: www.misdami.org see Children's House. To apply, please send your resume and a brief cover letter in the body of the email to sharon@misdami.org.