

## **Elementary Program and Admissions Coordinator**

### **About Mission Montessori**

Mission Montessori is the only Montessori school in San Francisco that serves students from infancy through elementary. Our purpose is to nurture children's natural curiosity, to challenge them academically, and to foster a lifelong love of learning. We are building a high quality Montessori elementary program that utilizes the wealth of resources and opportunities in this great city. We offer our staff attentive administrative support, competitive wages and benefits including paid vacation and holidays, health insurance, and the opportunity to work with a dedicated and growing community of educators.

### **Job Responsibilities**

Fall of 2019 will be our third school year of our elementary program which means that, as a relatively new program, you will be working closely with our founder to further develop this role. A lot of the work involved in this role is to provide administrative support and leadership so that our elementary teachers can focus on what they're best at: teaching. If you're successful in this role, teachers and families will feel supported and students will be making progress and enjoying their time at Mission Montessori.

In addition to supporting teachers, overseeing the daily operations, and ensuring students are making progress, you will help with parent communication, admissions, and staffing. This fall, we will have two lower elementary classrooms with students in 1st-4th grades. We will eventually offer a full elementary education up to 8th grade.

Responsibilities fall into these categories:

### **Teaching Leadership**

- Leading and scheduling our elementary staff meetings and yearly reflections for elementary staff.
- Supporting teachers through observation, feedback, help with materials, progress reports, parent-teacher conferences, and more.
- Mentoring, advising, and brainstorming with our teachers to help them meet the needs of each child in our school.
- Consulting with our academic advisor or outside learning specialists as-needed.
- Meeting with parents when necessary to discuss specific challenges to their child's progress or to help make recommendations to outside services.
- Helping develop our standardized testing process and approach for students in 3rd grade or higher.
- Getting to know other schools in the bay area and other Montessori schools to learn best practices for elementary education.

### **On site**

- Being a daily presence at our school from 8am-5pm with a one hour break.
- Ensuring that we are staffed for the day and that our facility is in order.
- Helping to establish a strong and positive school culture through leadership and by example.
- Attending and overseeing recess daily (1 hour because it is off site).
- Teaching an after-school program (depending on interests and experience).
- Signing children in and out and making sure each child is picked up by an authorized adult at the end of the day.
- Ensuring all parents, students, and staff follow safety protocols to keep our students and staff safe.

### **Admissions, Enrollment & Events**

- Working with our Admissions Director to give tours, answer questions from prospective families, and oversee prospective child visits.
- Helping with our Admissions events and New Student events.
- In the Spring, overseeing re-enrollment of current families for the following school year.
- Helping organize and oversee our two annual performances: Winter Showcase and Spring Showcase
- Working with our School Coordinator to help plan and organize events such as parent observations, Presentation Day, Cultural Potluck, and more!

### **Compensation**

We offer competitive wages and benefits including paid vacation, holidays, and health insurance.

### **Qualifications**

The ideal candidate is organized, warm, professional, passionate about education, and has previous experience teaching in a Montessori setting.

### **Requirements**

- Bachelor's degree (or higher level of education)
- Montessori elementary diploma
- At least five years of teaching in a Montessori elementary
- A passion for education and working with children
- Exemplary customer service skills and a collaborative working style

- Strong communication skills, both oral and written
- Excellent organizational skills, including an ability to manage multiple priorities and work under pressure
- High standards, attention to detail, and accuracy
- Ability to think quickly and exercise excellent judgment and on the spot decision making
- Patience, flexibility, and a sense of humor
- Experience with CRM, billing, or enrollment management systems a plus

To learn more and apply:

<https://www.missionmontessori.org/join-our-team>