

Assistant Director Job Description



Program Overview:

Children's World is a Bilingual Montessori program that provides care for children ages 6 weeks through 6 years in the Anchorage area. Since 2001, we have been committed to providing children with environments that are safe, loving, age-appropriate, and esthetically appealing, and that is conducive for our children to grow cognitively, emotionally, and spiritually.

Specific Responsibilities:

The Assistant Director will be responsible for the general operations of the school. They will introduce families to the program, work with QuickBooks, manage inventory and contractors, edit and format documents, create online content, and assist the Director. The Assistant Director handles communications with parents, teachers, and vendors by responding to emails and phone calls. They support teachers and the school director through tasks. This role is the first point of contact for all potential and enrolled families. The applicant must be outgoing and personable.

1. Respond to e-mails; help to answer phones, and respond to office drop-ins.
2. Schedule and hold tours with prospective parents and provide them with the information needed.
3. QuickBooks knowledge: invoices and statements, receiving and entering payments, deposits, and credit card payments.
4. CCAP, Tribal Council, and OCS Assistance.
5. Classroom field trips, support activities organized by our school, and develop and organize community fundraisers.
6. Helps with classroom supervision.
7. Licensing paperwork and file paperwork.
8. Edit and create documents and help teachers with classroom newsletters.
9. Track, update, and order supplies for offices and classrooms.
10. Set appointments for buildings and property maintenance and follow-up.
11. Post job positions and classroom openings.
12. Up-date voicemail, internet notices, outlook calendar, website, and Facebook.
13. Management of waitlists and coordination of new enrollments with the Enrollment Director.
14. Scheduling of all classroom movement tours in coordination with the Enrollment Director.
15. Weekly recycling, vacuuming, and disposal of office trash when closing.

Key Qualifications:

1. BA/BS required, MA/MS preferred: Early Childhood Education, Education, English, Administration, or related fields. Montessori experience is preferred.
2. Previous experience with management. Management in Children's Programs preferred.
3. Bilingual (Spanish) preferred.
4. Current driver's license required.
5. Must pass a background check.
6. References will be required.

Key Competencies:

1. Outstanding proficiency in English, editing, formatting, and document creation.
2. Able to communicate effectively with a diverse group of parents, staff, and other individuals.
3. Ability to use database systems and office programs including Microsoft Word, Excel, PowerPoint, and Outlook.
4. Knowledge of early care, education, or administration.

5. Highly organized and attentive to detail.

Schedule and Compensation

Hours: Monday-Friday, 9:30 AM-5:30 PM, occasional weekends

Location: Jewel Lake Road, Anchorage, AK

Position Type: Full Time, 40 hours per week

Hiring Range: \$52,000-\$72,000/year

Benefits: 21 paid holidays, sick days,

To Apply:

Please email cover letter and resume to info@cw bilingualmontessori.com with “Assistant Director” in the subject line. Open until filled.