

JOB POSTING - June 19, 2023

CLOSING DATE – July 17, 2023

Montessori Program Coordinator

We are seeking qualified applicants for the Program Coordinator for our Montessori preschool program located in Portland Oregon. Our Mission – Equity, Access and Choice. We increase access to high-quality , early childhood education for children and families impacted by economic and racial inequities by providing tuition-free Montessori for preschool-age children. Most of our children enter as English language learners.

The Coordinator will have strong administrative team support skills. They will be compassionate, thoughtful, patient, and highly organized and excited by a position focused on school admin and family enrollment that also includes time to be with students and parents. The coordinator will receive guidance and support from the School Manager & Executive Director and collaborate modeling grace, courtesy and compassion with all students, families, peers, supervisors, and partner stakeholders. They will be “We Focused – what WE can accomplish together”. Calm and kind, gets along well with others and likes kid centered environment.

This position will be responsible for performing a variety of administrative program specific tasks. New parent outreach, student enrollment and attendance tracking, vaccination record collection, data gathering/entry and running and evaluating reports. This position requires a self-starter, who is a quick learner with solid professional judgment, de-escalation skills and calm in a crisis and will be the backup Site Administrator.

This position is full-time, and we may also consider hiring candidates who prefer a half-time position (20 hours per week), who will commit to regularly being available for additional hours for substitute coverage and back-up Administrative role. This position will require focused training on early childhood education topics to attain an ORO Step 4 within year 1, and ORO Step 7 over time.

AEME is a non-profit which is expanding to open new tuition free Montessori early childhood education programs to neighborhoods within the Portland Metro community.

To Apply: AEME Is an Equal Opportunity Employer committed to equity, diversity, and inclusion. We value a diverse workforce to attain our mission and support our families.

To be considered for this position, please provide (1) a cover letter which describes how your background, work experience and skills make you a great candidate for this position, and (2) a current resume to: lberry@montessori-equity.org

Program Coordinator

Qualifications:

- **Experience Required:** 2+ years relevant professional experience -administration and office management.
- **Education Required:** Associates or University undergraduate degree.

Preference for Candidates with the Following Qualifications/Experience:

- Bilingual – Spanish and English, verbal and written.
- Has valued lived experience or professional development skill set relevant to our student/team needs.
- Experience working in a school environment with regular contact with parents/families.
- BA degree in the field of education.
- High knowledge of Montessori, with work experience as a Guide/Teacher or Classroom Assistant

Skills, Knowledge and/or Abilities Required:

- Highly organized and efficient. Able to focus and complete tasks within a noisy and disruptive shared space.
- Creative problem solver with high level of personal initiative and solid professional judgement.
- Skilled with keyboarding, computers, software, system portals, and administrative systems
- Strong skills in helping other staff. Creates & updates written materials (school calendars/handbooks.
- Computer and key software tool skills. PDF, Word, Google, spreadsheets, data systems, and able to quickly learn agency specific tools (transparent classroom, mail chimp).
- Personal dedication to DEI values and will engage and sustain at high level to integrate values into work.
- Dependable, and can be flexible with work schedule/job duties to support the school.
- Significant physical abilities include mobility in the classroom, lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Compensation and Benefits: This is a full-time or part-time school- year hourly non-exempt professional position. The school year timeline is Mid-August to end of June each year. The hourly wage for this position is \$26.50 with defined wage add-on's (Example: Bilingual Fluency (Spanish/English), D.O.E.

Our benefit package includes generous paid time off, including:

- Paid School Holidays – 9 days.
- Paid Vacation: Winter Break, Spring Break and 4 additional days of PTO
- Paid sick leave – 80 hrs. FT/60 hrs. PT. As well as other paid leaves such as Bereavement & Jury Duty.

Core benefits also include:

- 100% employer paid Health, dental, vision and alternative care insurance for employees
- Option for health, dental, vision and alternative care for family (10% employer contribution)
- 403B retirement plan with Employer contribution
- \$50k Life Insurance policy
- Disability Insurance (short-term via State of Oregon, & long-term via AEME)
- Professional Development

For more information on this job opportunity (hiring process/timeline, salary determination structure, school model, detailed job description and essential work duties, etc.) please send an email to: lberry@montessori-equity.org or sabdulla@montessori-equity.org.