

JOB POSTING – June 19, 2023

CLOSING DATE – July 10, 2023

School/Program Manager

We are seeking qualified applicants for the School/Program Manager 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 Manager will be a leader who is:

- “We focused – what WE can accomplish together”.
- Experienced and deeply committed to collaboration. Who will want and accept that our world (parents, staff, and partners) will influence how they & we approach our work and attain our mission.
- Passionate and knowledgeable about early childhood education and the Montessori method.
- High Primary Montessori Guide/Teacher Skills - will be substitute teacher/guide in our classrooms.
- Fully aligned with AEME’s mission and centers all work around our values and equity.
- Will uplift and support all members of our education team in the AEME way!
- Ready to engage families to center their needs within our model. Language, Innovation & Home Visits.
- Excited by this position focused on school operations management, continual quality improvement, and balanced with time to be in the classroom, with students and with parents.
- Unusually well organized, to ensure excellence in communication, coordination, and operations.

The manager will provide supervision, training, support and oversight to the teachers & assistants and consistently model grace, courtesy and professionalism with all students, families, peers, supervisors, and partner stakeholders. The manager will collaboratively support high fidelity Montessori while building and providing parent engagement/education programming; collaborating effectively with partners; and bringing excellence & equity in education to children and families in our community. This position will be responsible to learn and integrate agency, funder, state and federal policies and requirements into operations. We anticipate that 50% of work will focus on staff/classrooms, 20% parents & community; and 30% administration.

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

School/Program Manager

Qualifications:

- **Experience Required:** 5 or more years as lead Montessori primary guide/teacher.
- **Education Required:** 1) Undergraduate degree in a relevant field of study, and 2) AMI or AMS Montessori primary teaching certification. ORO Step 8 or above.

Preference for Candidates with the Following Qualifications/Experience:

- Bilingual – Spanish and English.
- Has valued lived experience or professional development skill set relevant to our student/team needs.
- Professional or Volunteer experience in operations or administration.
- Master's degree in the field of early childhood education.

Skills, Knowledge and/or Abilities Required:

- Strong self-awareness, self-reflection and supportive communication skills to coach and support staff and attain a trust centered work environment.
- Delegates thoughtfully and help build up each team members skills and fosters collaboration.
- Highly organized and efficient. Able to focus and complete administrative tasks within a noisy and disruptive shared space environment. Daily use of computers and Transparent Classrooms & other software.
- Personal dedication to DEI values and will engage and sustain at high level to integrate these values into day-to-day work and classroom/family engagement.
- Dependable, flexible, creative problem solver, with solid professional judgement who displays warmth, trustworthiness, and humor.
- Culturally responsive education.
- 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 year-round salaried exempt professional position. The hiring range for this position is \$75,000 to \$80,000, D.O.E.

Our benefit package includes generous paid time off, including:

- Paid School Holidays – 11 days.
- Paid Vacation: Spring & Winter Break, and additional vacation time during the summer season – 30 days.
- Paid sick leave – 10 days. 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