



## JOB ANNOUNCEMENT

The **Montessori School of Beaverton** (MSB) is seeking a dynamic administrator to join our team. MSB is a private, non-profit school on 6-acres of land serving the Portland metro area for the past 47 years. We are home to a thriving and vibrant community of dedicated staff and families invested in the education, development and nurturing of our 170 children, ages 3-12 years. Please visit [msb.org](https://msb.org) to learn more about our school.

### ASSISTANT HEAD OF SCHOOL

#### Description

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The Assistant Head of School (AHOS) supports the Head of School (HOS), the staff, students, parents, and Board in the implementation of Montessori education. They report directly to the HOS, and in the absence of the HOS will make those decisions generally belonging to the HOS. The AHOS supports the school in all areas related to the operation of the school and strategic planning to uphold the quality of our programs.

#### Qualifications

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- A Bachelor's degree in any area; a Master's degree preferred
- Montessori Elementary-level diploma (AMI or AMS preferred)
- A minimum of 4 years experience working in a Montessori classroom
- Experience working in school administration preferred
- All MSB employees are required to register with the Central Background Registry and complete pertinent training within 30 days of hire.

#### Competencies Required

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- Flexibility and adaptability, with a positive and collaborative nature
- Exceptional verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with the ability to prioritize and delegate tasks
- Experience working with people of diverse backgrounds

- Strong computer skills with demonstrated knowledge of MS-Office, database software, Google Suite, and web-based applications

## Key Job Responsibilities

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### *Collaboration with Head of School*

- Work closely with HOS in matters relating to staff, students, parent, and the Board
- Assist HOS in defining, communicating and enforcing policies and procedures
- Research and write/edit school health-related procedures and communications
- Contribute to the agenda of and attend administrative, staff, and level meetings
- Assist in the recruitment and interview process of school staff
- Participate in development of strategies to diminish attrition and increase retention for staff and students
- Fundraising - support staff and parent volunteers in the planning and execution of the Auction; support HOS in the planning and execution of the Annual Appeal; organize and support other classroom fundraisers and events

### *Management*

- Manage and hire staff substitutes
- Track and maintain records of staff absences
- Collaborate with Admissions Coordinator to facilitate Parent Info events, assist with enrollment interviews, confer on re-enrollment
- Plan and implement parent engagement (including Auction projects, Room Parent meetings, parent information events)
- Serve as Elementary Coordinator – support teachers with classroom and curriculum needs, oversee schedules, support daily activity and special events, including camps
- Tutoring - liaison between tutors and MSB, create schedules, onboard tutors, communicate throughout the year
- After-school Program Coordinator- find new programs and onboard as needed, communicate schedules, create registration, track enrollment
- Coordinate scheduling of observers and practice teachers as needed
- Professional Development - Seek out and schedule professional development opportunities for staff based on requests
- Coordinate childcare for parent events and Parent-Teacher Conference days

### *Communication*

- Maintain rapport with all members of the staff
- Be a spokesperson for Montessori and MSB
- Maintain focus on the need, timing and method of communications to parents and staff
- Create annual school calendar, update and maintain throughout the school year
- Contribute to and manage the implementation of a weekly newsletter
- Help edit all communications that are sent as a voice of the school, including letters and emails from staff to families and fundraising communications written by parents

### *Daily Operations*

- Get to know all students and parents by name
- Assist with arrival and dismissals of students
- Serve as a member of the Administrative Team and Safety Committee
- Attend school functions throughout the year, will include select evenings and weekends
- Oversee orderliness of office and assist in maintaining safe and clean conditions on campus
- Be available to assist with sick children and contact parents as needed
- Meet regularly with HOS to inform, debrief, and collaborate on daily operations of staff and teachers

### *Outdoor Education Teacher*

- Design and implement Outdoor Education curriculum on a three-year cycle using hands-on, nature-based activities offering a connection and appreciation of the outdoor world

## **Salary & Benefits**

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*Job Type:* Full-time, year around position

*Salary Range:* \$76,610 - \$79,237

### *Benefits:*

- Retirement plan and employer match
- Medical, dental, and vision insurance
- Paid time off & holiday pay
- Staff-dependent tuition assistance
- Professional development & continuing education support

## **How to Apply**

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If you find this position intriguing and want to join our team, please send your resume and cover letter to [employment@msb.org](mailto:employment@msb.org). No phone calls please. The position is open until filled.

MSB is an Equal Opportunity Employer, providing equal employment and advancement opportunities to all individuals. We recruit, hire and promote into all job levels the most qualified applicants without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), age, disability, genetic information, citizenship status, veteran status, gender identity/expression, sexual orientation, ancestry, marital or family status, military service, domestic violence victim status, race inclusive of traits historically associated with race, including, but not limited to, hair texture, hair type, and protective hairstyles, or any other status protected under applicable federal, state and local laws. MSB's commitment to providing equal employment opportunities extends to all aspects of employment, including job assignment, compensation, discipline and access to benefits and training.