



The Renaissance Montessori Academy in Parker, Colorado is seeking a full-time early childhood Assistant Director.

RMA is a small non-profit Montessori school with 2 full classrooms and looking to grow into a charter.

As an RMA employee you would be working with a close team to support the growth and education of children 2.5 to 6 years of age.

We offer:

Sponsorships for trainings and continuing education

Ongoing onsite trainings

Growth opportunities in both Montessori and early childhood in general

Team building

Paid time off benefits

Partially Paid Medical Benefits (RMA pay up to 75% this year)

Potential for future 403b

Staff child discount for those who attend our school

A fun, small group of likeminded individuals to work with!

Assistant Director General Duties:

Support the Head of School/Executive Director (HoS) in the maintenance of the day to day operations of the school

Support teaching staff in creating materials and curriculum as well as supporting implementation

Support students with any concerns, celebrations, and needs

Support the families through managing all events, fundraising efforts, and marketing

Act as a classroom substitute as needed

Be available to work 5 days per week with some days opening the school and others closing the school

Attend and participate in all school events, trainings, and meetings

Uphold the RMA Core Values: Joy, Snug, Harmonious, Purposeful, Engaged

Qualifications, Education, and Experience:

Director Qualified in the state of Colorado

AMI or AMS Montessori Certified preferred

Minimum of 5 years of experience working with groups of children

Minimum of 3 years of experience working with 2.5 to 6-year-old children

BA in Education (preferred) or other area, required

Willing to become certified in CPR, First Aid, and Universal Precautions

Medication Administration Certification a plus

Classroom management experience

Willing to continue education beyond current accolades

Minimum of 2 years of experience working with adults

Adult training experience

Clean Background check

Ability to work in the United States

Full time position - Salary range \$39,250 - \$47,500 based on experience.

Please email your cover letter and resume to director@RMASchool.org Attention: Assistant Director Application