



**Montessori Director/Lead teacher
Freeport, FL**

Job description

The person holding this position will be required to maintain office services which include, but are not limited to, children enrollment, monthly reporting, inventory oversight, building maintenance oversight, file managing through Brightwheel.

- Perform clerical duties such as filing, photocopying, scanning, faxing, and filing - **Order, receive, and track parts**
- Collect, create, and maintain document files
- Clerical support to the accounting department
- Individual will work with contract writing, knowledge base of scholarships and collaboration with the leadership team on basic operations.
- Willing to learn and train about the Montessori method of education,

Please know this roll requires the director to take the roll as a Montessori teacher in the morning. For this reason, the person who be hired needs to either hold the Montessori credential or willing to train.

Skills:

- High degree of confidentiality.
- Able to work independently and maintain initiative.
- Reporting and data management experience.
- Oral and written communication skills. Including public speaking.
- Good use of independent judgment.
- Adaptable and supportive.
- Ability to use standard office equipment such as a laptop computer and smartphone.

Attributes:

- Growth Mindset: Models a 'Growth Mindset' by consistently seeking to develop one's talents and demonstrating a passion for learning and growth.
- Hungry: Continuously strives for excellence, going above and beyond what is required to seize opportunities for the overall benefit of the organization.
- Humble: Puts the collective success of the team over one's individual interests, easily admitting to one's own mistakes and sharing the credit for team accomplishments.
- (People) Smart: Demonstrates good judgment when interacting with teammates, understanding one's impact on others and adjusting one's behavior as necessary.



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- Emotional Intelligence (EQ): Cultivates the interpersonal skills and emotional discipline to forge authentic relationships with teammates in order to establish
- Organization: Concurrently work with multiple schools towards meeting multiple objectives, executing multiple marketing initiatives and promoting multiple school events while proactively and strategically identifying and planning future initiatives and execution opportunities.
- Strategic: Determine strategy and identify tactics to help schools most effectively and efficiently reach objectives for generating the number of new leads required to support existing enrollment goals and retaining current students and staff.
- Resourcefulness: Does more with less, researching and investigating to identify and adopt best practices, advocating for resources as necessary.
- Customer Service Orientation: Demonstrates a focus on identifying and serving the needs of our schools.
- Creative: Visualize and communicate the completion of concepts in a concrete manner and be able to design and create, or facilitate/manage the creation of visually appealing objective-supporting collateral.
- Adaptability: Exercises patience and maintains a calm and positive disposition even in the face of adversity, troubleshooting any complications that arise with flexibility, wisdom, and caring.

Job Types: Full-time, Contract

Pay: From \$45,000.00 per year

Benefits:

401(k)

Paid time off

Schedule:

Day shift

Monday to Friday

Education:

Bachelor's (Preferred)



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Experience:

Customer service: 1 year (Preferred)
receptionist: 1 year (Preferred)
general clerical office setting: 1 year (Preferred)
QuickBooks: 1 year (Preferred)

Language:

English (Required)

License/Certification:

CPR Certification (Preferred)
DCF Director Credentials (Required)

Shift availability:

Day Shift (Required)

Ability to Relocate:

Freeport, FL 32439: Relocate before starting work (Required)

Work Location: In person

TO APPLY:

Please complete the appropriate application on our website,
<https://www.emeraldcoastmontessori.com/contact-us> or send your resume and
information to info@emeraldcoastmontessori.com with the subject "Job Application".