

Montessori Preschool Associate Director – Full Time Position (Stockton, CA)

Our childcare center is looking for a self-motivated, organized and accountable associate director expand enrollments. This position potentially leads to the director position.

Qualifications:

With 3+ years teaching experience in a Montessori child care center and 1+ years of director / experience in a licensed child care center, Bilingual English & Chinese Mandarin

- 15 ECE semester units or equivalent quarter units in early childhood education or child development at an accredited college/university
- 3 of the units must be in Supervision/Administration.
- Site supervisor permit is preferred
- Montessori Certified is preferred
- Other units must include the Child Growth and Development, Child, Family, and Community, Program Development, CPR/First aid and 15 hours Health and safety

Important Qualities:

- Positive, self-motivated, dedicated and accountable self-starter
- Strong business skills to manage school operation effectively.
- Strong communication skills including good writing and speaking skills to communicate to parents and staff effectively.
- Strong Interpersonal skills to be able to develop good relationships with parents, children and staff.
- Strong leadership and management skills to be able to inspire staff to work diligently, supervise staff and enforce rules and regulations, resolve conflicts
- Strong problem solving skills to resolve issues and conflicts
- Effective organizational skills to maintain clear records about students and staff, be able to multitask when multiple people or situations require attention.
- Good computer skills (emails, MS Word, Excel, google docs, Power Point etc.)

Responsibilities:

- Responsible for Licensing communication & compliance
- Oversee daily school operation
- Supervise staff & enforce school policy
- Responsible for Office Administration
- Ensure facilities are maintained and cleaned according to state regulations
- Plan school calendar, plan and lead school events with support of head teachers (open house, fund raising etc.)
- Conduct school marketing and grow enrollments
- Enroll new students and manage existing students
- Conduct parent tours, parent communication & customer care
- Manage staff scheduling efficiently
- Direct, lead and inspire staff to realize their full potential
- Coordinate with child care center contractors

Full-time, send Resume to: sunshinemontessori1606@gmail.com 408-429-4610 Marian Feng (Hiring Manager)