



Assistant Director at Brand New Thanksgiving Point Location, Museum Campus

Dancing Moose Montessori School is growing! Dancing Moose is an 18-month through 2nd grade program, and looking for an Assistant Director to join their team. Dancing Moose and members of their team have been recognized as Best of State for several years for a variety of contributions in early childhood education. The school is housed in a beautiful, newly constructed learning center designed around children's interests.

The Assistant Director would oversee and manage day-to-day teacher support and staffing, welcome parents daily and build community, oversee the entire enrollment process, and assist with billing duties. It is a fast-paced position that requires constant task and time management while ensuring all team members and parents feel heard, supported and loved.

Visit <https://mydancingmoose.com/join-our-team/> to learn more about the Dancing Moose team and to apply.

The Experience you Need to Succeed

Dancing Moose is looking for energetic teachers who are invested in promoting children's social, emotional, and academic growth.

Dancing Moose Montessori School welcomes applicants who have

- Excellent communication skills on the telephone, face-to-face, and written email.
- An ability to diffuse high-stress situations and angry individuals.
- Excellent time and task management skills.
- Ability to hold team members accountable in order to run a smooth school with few fires.
- Excellent computer skills and knowledge of Gmail, Google Docs and Excel.
- Knowledge of spreadsheets, budgets and a high attention to detail.



Duties and Responsibilities

- Oversee daily drop-off and pick-up, ensuring that all students are welcomed by name and parents feel connected and comfortable;
- Oversee daily classroom staffing and ensure classrooms have support they need;
- Assist parents with their account as needed;
- Answer Phone Calls;
- Carry out the student enrollment process;
- Send mass emails & post signs on the door to communicate upcoming events;
- Complete paperwork process for all new teachers;
- Ensure supplies are ordered and stocked in the copy room, kitchen and classrooms;
- Maintain Waiting Lists and communicate with waitlist families regularly;
- Assist with the design and carryout marketing plans for new students;
- Organize, assist and attend Special Events;
- Focus on developing a supportive culture where new and experienced team members can thrive.

Critical Competencies

- An empathetic, selfless and approachable professional who has a genuine love for people;
- An outgoing personality and love for interacting with and learning from people;
- A positive, patient and persistent team builder for staff and families, not prone to the “blame game”;
- Willingness to work beyond the day-to-day demands of administration with effort that yields excellence.

Application Process

Please visit <https://mydancingmoose.com/join-our-team/> and click on the button, “Join our Team”.