



Winter Haven Montessori

305 Ave E SW, Winter Haven, FL 33880

Phone: (863) 268-8208

www.WinterHavenMontessori.com

Job Description

Position:	Assistant Director
Classification:	Hourly
Reports to:	Director
Supervises:	Employees, Volunteers and Students
Qualifications:	At least 21 years of age. Ability to bend, lift and carry at least 30 lbs and be able to stand for extended periods of time.
Education:	AS Degree or above; Early Childhood in Education; Director's credential; VPK Director; Montessori Certified
Experience:	Preferably 3-5 years supervisory experience and management or administrative assistant experience
Position Summary:	Has a professional and friendly manner. Supports the Director in the daily operations of the school. Can organize, schedule, plan and train employees, volunteers and students. Works as a team with the Director.
Responsibilities:	Include, but are not limited to supporting the Director in the daily supervision and operation of the school, employees and students. Assist employees, parents and students when needed. Perform duties of the Director in her absence.

Major Functions:

- Responsible for carrying out the goals and objectives of the school as defined by mission statement and philosophy.
- Assist the Director with preparation and implementation of staff meetings and trainings.
- Take Directorship in absence of Director.
- Assist in maintaining the budget.
- Substitute in classroom as needed.
- All other necessary duties as required.

Employee Signature _____ Date _____