



MONTESSORI
School of Denver

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking a full-time **Assistant Director of Admission** for the 2022-2023 school year. The position will begin in July 2022.

Job Overview: The Assistant Director of Admission leads the admission process and sets the tone and vision for attracting, enrolling and retaining a strong, diverse, value-matched school community. The Assistant Director of Admission cultivates and maintains relationships with enrolled families and partners with senior leadership to ensure the success of Montessori School of Denver. [Click here](#) to view the complete job description.

About Our School: MSD provides an engaging, empowering, and sound Montessori educational program for students ages 2-14. Our school is accredited by the National Association of Independent Schools (NAIS), the Association of Colorado Independent Schools (ACIS), and the American Montessori Society (AMS)¹. Founded in 1964, MSD is the oldest Montessori school in the Denver metro area. In 2015, MSD completed a comprehensive multi-million-dollar expansion plan to complement its existing facilities. A new Arts and Athletics Center, enhanced outdoor learning and play environments, a new Toddler Village, updated Middle School space, a thriving Urban Farm and one of a kind Vertical Farm, and a state-of-the-art Science and Innovation Tower were added to provide an exceptional, experiential, educational environment for all of our students.

PREFERRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience in admission
- Independent school experience preferred; knowledge of Montessori philosophy is a plus
- Knowledge of successful recruitment, enrollment management, and admission best practices
- Strong interpersonal skills and ability to work with a diverse group of people (including students, parents, faculty and staff) while maintaining strict confidentiality
- A personal and professional commitment to diversity, equity, inclusion, and belonging
- Excellent verbal and written communication skills
- Ability to analyze and interpret data
- Ability to work proficiently with database systems (knowledge of SchoolAdmin is a plus) and Microsoft Office applications
- An interest in and experience with marketing and communications; ability to collaborate with the Engagement Department (Development and Marketing and Communications teams)
- Positive outlook and finds joy in their work
- Some evenings and weekends required

Reports to: Director of Admission

Department: Administration

FLSA Status: Full Time Exempt

Compensation: Salary Range \$47,000-\$55,000

Montessori School of Denver offers an excellent compensation package including paid time off, health, dental, vision, 403(b) with matching and more; wide-ranging opportunities for professional development; and a talented and dedicated staff of teaching professionals and supportive administrators. Successful candidates will join a dynamic, supportive, and forward-thinking teaching community of over 70 individuals.

Montessori School of Denver does not discriminate on the basis of race, religion, age, sex, sexual orientation, national origin, or disability.

Applicants are invited to visit Montessori School of Denver's website (montessoridenver.org) to learn more about the school and its programs.

To Apply: Complete your application today at <https://montessoridenver.org/employment-opportunities/>. Send completed application and resume to the attention of Lydia Desmarais, Director of Human Resources, by emailing hr@msd-co.org or faxing 303-757-6145. We look forward to hearing from you!