



MONTESSORI
School of Denver

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking a **School Engagement Manager** for the 2024-2025 school year. The position is set to begin in July 2024.

Job Overview: The School Engagement Manager (SEM) will engage with school administration, parents, caregivers, and the admissions team to create a warm, welcoming, thoughtful, and inclusive school environment and ensure an exceptional experience at each step of a family's MSD journey, bridging constituency relations. The SEM directly supports the Enrollment Management Team (EMT), which consists of the Director of Enrollment Management and Tuition Assistance, Director of Development, Dean of Programs and Student Life, Director of Marketing, Assistant Director of Admission, and the Head of School. This position must work well individually and in a collaborative team setting, with a positive 'can-do' disposition and a high degree of professionalism. We are looking for a natural collaborator who understands and represents MSD's mission and values, and identifies and executes strategies to consistently build positive relationships with current and prospective families.

The SEM position is an exempt, salaried 12-month, on-site position. Some evening and weekend work may be required. Being on campus for the start of summer camp sessions is a requirement.

[Click here](#) to view more about the 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.

QUALIFICATION REQUIREMENTS:

- A four-year undergraduate degree from an accredited institution
- Strong teamwork and interpersonal skills
- Ability to maintain a professional demeanor and possess a high level of interpersonal, verbal and communication skills in person, on the phone, via email, and in written correspondence
- Must be flexible, adaptable, and able to multitask; strong customer service mentality with a 'can-do' approach

¹ Accredited with non-traditional Montessori age grouping at the Elementary II and Secondary levels.

- Ability to work in a fast-paced environment; manage multiple project tasks, and concurrent priorities simultaneously; and bring them to completion in a timely and thorough manner
- Competency with Microsoft Office, knowledge of admissions software and CRM platforms is a plus
- Discretion in handling confidential information
- Well-organized, accurate, and attention to detail on a consistent basis

Reports to: Director of Development

Department: Administration

Supervises: N/A

FLSA Status: Exempt Employee², Number of Days Paid – 260

Compensation: Salary range \$68,000-\$73,000

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 80 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: Please complete our application and upload your resume [here](#). We look forward to hearing from you!

² Exempt employee is not eligible for overtime pay.