

Assistant Director

Mount Sopris Montessori School | Carbondale, Colorado

In-person | Full-time or Part-time considered

Full-time, salaried, exempt: \$65,000–\$85,000 annually

Part-time, non-exempt, hourly: rate commensurate with experience and scope

About Us

Located on a quiet residential street in the beautiful mountain town of Carbondale, Colorado, Mount Sopris Montessori School is a nonprofit preschool serving about 60 children ages 18 months through 6 years. Founded in 1981 by Kathryn and Mark Ross, the not-for-profit school is recognized as an exceptional preschool environment, based on the Montessori Method of child-led learning. The school offers dedicated preschool and toddler classrooms led by experienced educators, with teachers certified through organizations such as the American Montessori Society (AMS), American Montessori International (AMI), or the North American Montessori Center (NAMC).

Position Summary

The Assistant Director runs the daily operations of Mount Sopris Montessori School. This is a hands-on, on-site role focused on classroom coverage, family relationships, admissions, and day-to-day licensing compliance — the operational engine that keeps the school running smoothly day to day. Montessori training is provided as part of onboarding.

This role reports to the Executive Director and works closely with teaching staff and families. The Assistant Director assumes Director responsibilities in the Executive Director's absence and must independently meet Colorado CDEC qualification requirements to do so.

Key Responsibilities

Daily School Operations

- Oversee daily operations, ensuring the school is safe, organized, and appropriately staffed.
- Manage staffing schedules and classroom coverage to maintain required ratios.
- Conduct routine health and safety walkthroughs; handle incident and mandated reporting.

Family & Enrollment Relations

- Serve as the day-to-day point of contact for current and prospective families.
- Communicate school programs, policies, and events to families.
- Manage records and record keeping for all students, and respective families.

Staff Support

- Co-lead staff meetings and day-to-day training.
- Support a positive culture of communication and accountability among staff.

Licensing & Compliance

- Keep the school prepared for licensing visits and regulatory reviews.
- Cover Director-of-Record responsibilities when the Executive Director is off-site; if scheduled part-time, coordinate on-site coverage during off hours with a Director-credentialed lead teacher.

Financial Oversight

- Support fundraising and development: annual giving, donor relationships, grants, and events.
- Manage the annual budget in partnership with the Executive Director and Bookkeeper.

Facilities Oversight

- Schedule and oversee contractors for routine facility repairs and maintenance
- Maintain a log of facility condition and recurring maintenance needs, escalating capital-level items to the Executive Director.

Required Qualifications

- College Degree (Bachelor's degree in early childhood education or similar)

- Experience supervising, coaching, and supporting early childhood classroom staff.
- Strong understanding of early childhood development, program quality, and safety.
- Experience communicating with families in a school or childcare setting.
- Sound judgment handling confidential or sensitive matters.

Preferred Qualifications

- Qualifies as Director under current CDEC requirements for a Large Child Care Center.
- Experience in a Montessori school or familiarity with Montessori philosophy.
- Familiarity with CDEC licensing requirements and Colorado Shines PDIS.
- Experience managing an admissions or enrollment pipeline.

Schedule

In-person, Monday–Friday during school operating hours, with occasional evenings or weekends for staff or family events. Both full-time and part-time schedules will be considered; for part-time schedules, hours are coordinated with the Executive Director and an on-site, Director-credentialed lead teacher to ensure licensing ratios are covered at all times.

Benefits

- Simple IRA with a match of up to 3% of salary
- Modest Health Insurance Stipend

How to Apply

Submit a resume, a brief letter of interest, and your current CDEC Director qualification status to hiring@mtsoprismontessori.com. Employment is contingent on verification of qualifications, background checks, and references.

Mount Sopris Montessori School is an equal opportunity employer. We welcome qualified applicants and do not discriminate based on any status protected by applicable law.