



Director of Admissions

Located in the heart of Cambridge, MA, Cambridge Montessori School is a coeducational independent day school currently enrolling students from toddler through grade eight. Since 1963, CMS has served Cambridge and surrounding towns. CMS is a dynamic, international community, which reflects the diverse culture and rich educational resources of the region and enrolls students from over 20 different countries. Cambridge Montessori School is accredited by the American Montessori Society and the Association of Independent Schools in New England and is a member of the National Association of Independent Schools and Montessori Schools of Massachusetts. CMS educates the whole child, applying the Montessori philosophy in a joyful learning environment. We partner with our diverse community, using authentic Montessori principles, to reveal each child's innate love of learning and prepare our children to thrive in a complex world.

Cambridge Montessori School seeks a Director of Admissions to lead school wide enrollment management. The Director of Admissions will report to the Head of School and is a member of the Cambridge Montessori School Leadership Team. S/he will be responsible for, but not limited to, the following:

- Directing all aspects of admission and enrollment of new students.
- Coordinating school wide retention initiatives and re-enrollment process.
- Facilitating placement meetings.
- Collaborating with all departments to best showcase the school.
- Organizing and administering the program for financial aid.
- Interviewing prospective families and overseeing the admissions decision committee.
- Managing the admission budget, and producing admissions and marketing materials, publications and mailings.
- Maintaining database records and compiling statistics on all aspects of school population, admissions and re-enrollment.
- Representing the school at conferences and school fairs.
- Performing other duties as assigned by the Head of School.
- Serving as a member of the Leadership Team.

We seek an experienced, confident school administrator. S/he will work closely with the Head, administration, faculty, staff, parents, and trustees. Ideal candidates will possess excellent oral and written communication skills and show strong support for the School's mission and Montessori education.

This 12-month full-time position will begin July 1, 2024. Salary and benefits are commensurate with experience.

Professional Development and Training

- CPR certification training will be provided to all new staff who do not have existing and/or current certification
- Professional development opportunities are scheduled and available to all staff throughout the school year
- Montessori philosophy and pedagogy training provided during orientation week and throughout the school year.
- Membership to the American Montessori Society is provided and staff members are encouraged to take advantage of the resources and opportunities that membership offers.

Commuter Options

- Parking is provided
- All three of our buildings are convenient to MBTA transit via bus and the red line (Alewife, Porter, and Davis stations)

Benefits

- Competitive salary
- Receive school vacation weeks and most holidays off closely following the Cambridge Public School calendar
- Personal/sick days
- Health/dental/vision insurance
- HRA plan (CMS will fund the first \$800 towards deductible expenses)
- Life and AD&D coverage is provided at no cost. New staff are automatically enrolled in the plan when first eligible.
- 403B retirement plan (eligible after working one year)
- Healthcare FSA plan, dependent care FSA plan, and transit commuter benefit plans available
- Short Term Disability (STD) and Long-Term Disability (LTD) plans - which includes EAP (Employee Assistance Program)
- Discounted pet insurance

Candidates should send a cover letter and resume to:

employment@cambridgemontessori.org

Cambridge Montessori School is committed to the full inclusion of all qualified individuals, including people of color, women, people with disabilities, immigrants, LGBTQIA+ people, and people who come from low income or working-class backgrounds. All potential applicants are strongly encouraged to apply without regard to race, color, religion, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, or any other class protected under federal, state, or local laws. CMS is a non-sectarian institution and does not discriminate on the basis of race, gender, religion, national or cultural origin, sexual orientation, family style, political belief, or disability in the administration of its admissions, financial assistance, education or employment practices.