

## **Administrator of Operations Position in Beautiful Vancouver BC**

Vancouver Montessori School is celebrating 50 years! We are accepting applications for the position of **Administrator of Operations**. VMS has 10 classrooms, student population of 230+ aged 3-13 and a staff of 28. The successful candidate will have the following attributes:

-works collaboratively with the administration team under the direction of the principal and with support of 2 administrative assistants and a parttime office clerk.

-familiar with Montessori methods and principles

-experience in school management (registration, fee management, newsletters, student records, staff records, scheduling, arrangement of parent observations, conferences, education events, municipal requirements).

-familiar with excel, simple accounting, word, web site input, bank statement reconciliation, policies and procedures creation.

-knowledge of BC Ministry of Education and Child Care mandates and requirements (licensing, staff certification)

-dedication to the success and care of the school and its staff, children and parents.

Visit our website: [www.vancouvermontessorischool.com](http://www.vancouvermontessorischool.com)

Applicants are required to have Canadian citizenship status. Training on-site is provided and this position is supported by knowledgeable assistants. Please send resumes and references to:

[vancouvermontessorischool@telus.net](mailto:vancouvermontessorischool@telus.net)