

Montessori Mentor, Scheduler & Afterschool Program Coordinator

Location: Little Laurels Montessori Preschool - Seattle, Washington

Type: Full-Time (Part-Time or split schedule possible for the right person)

Schedule: Monday–Friday | between the hours of 7:30 am – 5:45 pm (8-hours + 30-minute lunch)

About the Role

Little Laurels Montessori Preschool is seeking a Montessori Mentor, Scheduler & Afterschool Program Coordinator — a dynamic and organized professional who will wear multiple hats in support of our vibrant preschool community (ages 1.5–6) and our K-5 sister-school Laurel Academy. This is a unique opportunity for a MACTE-certified Montessori educator who thrives in the classroom, as an organizer/coordinator and in creative roles.

You'll likely spend 50% or more of your day in the classroom — mentoring teachers and supporting consistency across our five preschool rooms. Outside the classroom, you'll oversee the staff schedule and lead the planning and delivery of engaging after school enrichment programming.

Learn more about our school at <https://www.littlelaurels.org/>

Primary Responsibilities

Montessori Mentor (Approx. 20 hours/week)

- Model high-quality Montessori practice in classrooms
- Support classrooms to provide leads with opportunities for further education
- Help elevate Montessori-aligned environments and programming
- Lead parent education seminars and “Meet a Montessorian” events

Scheduler

- Create and manage staff coverage schedules across five classrooms, based on call-outs
- Collaborate with administration to ensure adequate coverage during planned absences or leaves

Afterschool Program Director

- Design and implement engaging afterschool activities for 3–6-year-olds (3-5 days/week)
- Ensure afterschool program aligns with Montessori values (child-led, purposeful, creative)
- Be present during program hours

- Maintain a safe, joyful, and enriching environment after regular school hours
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Who You Are

- MACTE-Certified Montessori Teacher (Required)
 - Experienced in leading a Montessori preschool classroom
 - Strong communicator with excellent organizational skills
 - Creative, flexible, and joyful in your approach to children and staff
 - Comfortable balancing administrative work and prep time with active classroom time
 - Able to maintain calm and professionalism in a dynamic environment
 - Enjoys collaborating, planning, and being a part of a team
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Requirements

- Current MERIT Portable Background Check
 - TB Test (within past 12 months)
 - Proof of MMR immunity
 - Ability to lift 30 pounds
 - Infant/Child CPR & First Aid (within 90 days)
 - Bloodborne Pathogens training (within 90 days)
 - Food Handler's Permit (within 90 days)
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Benefits

Compensation: \$50,000–\$58,000+ DOE

- Up to 30 paid days off per year
- Healthcare stipend
- Tuition assistance at 100% for a single child
- Paid teacher work days

- 403(b)

Some benefits begin after a 90+-day waiting period

 To Apply:

Send your resume to morgan@littlelaurels.org and a brief cover letter highlighting your Montessori classroom experience, interest in mentoring, afterschool programming and administrative functions.