Allison Marsh

ASSISTANT SCHOOL DIRECTOR

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Summary

Assistant school director with 3 years in early childhood leadership and 6 years as a preschool lead teacher, supporting a 160-child school for infants through pre-K. Focused on mentoring teachers, state licensing compliance and child development, runs daily operations when the director is out and builds strong relationships with families.

Skills

- Mentoring Teachers
- State Licensing Compliance
- Child Development
- CLASS
- Creative Curriculum
- Enrollment
- Staffing Ratios
- Health and Safety Procedures
- Building Strong Relationships
- Communication

Experience

Assistant School Director 06/2023 - Present

Crabtree Creek Early Learning Academy Raleigh, NC

Private early learning school for 160 children aged 6 weeks to 5 years.

- Mentor **22** teachers through monthly observations and coaching, raising average CLASS scores from 4.9 to 5.8.
- Maintain state licensing compliance for 12 classrooms, passing 3 unannounced inspections with zero violations.
- Manage tours and enrollment, growing enrollment from 82% to 97% of capacity in 18 months.
- Run daily operations in the director's absence, covering staffing ratios, payroll hours and parent concerns.

Lead Preschool Teacher 08/2017 - 05/2023

Neuse River Children's Center Cary, NC

5-star licensed child care center serving 120 children.

- Led a pre-K classroom of **18** children using Creative Curriculum and weekly observation notes.
- Completed child development assessments 3 times a year and held conferences with every family.
- Trained 5 assistant teachers on routines, positive guidance and health and safety procedures.
- Prepared classroom records for the center's 5-star license renewal as 1 of 4 quality team teachers.

Education

Bachelor of Science 05/2017

East Carolina University Greenville, NC

Birth-Kindergarten Education

Certificates

North Carolina Early Childhood Administration Credential

North Carolina Division of Child Development and Early Education

04/2023

Pediatric First Aid and CPR

American Red Cross

02/2025