



JOB DESCRIPTION

Position: **(Interim) Administrative Assistant**

Status: Full-time, interim, non-exempt

Job Summary

Assist the Head of School and Administrative Manager with administration tasks and various projects; manage inventory and organization of educational materials, school and office supplies, assist with the coordination of classroom projects as needed, and serve as a utility staff member in all classrooms as needed. Serve as the front line customer representative of the school, answering phones, emails and in person conversations in a professional and personable manner. Manage and organize mail and office files; maintain a tidy work space and ensure that the teacher office space is organized, well stocked/supplied and pleasant. In the classroom, provide sound educational assistance to students; assist with all aspects of the classroom, including organization, maintenance, safety; assist classroom teachers with materials preparation, cleaning, organization and other projects as needed; assist with student behavioral redirection and classroom management as needed; promote the mission of Spruce Tree Montessori School and professionally represent the school's core values; serve as an ambassador for the vision of Spruce Tree Montessori School; perform job duties as listed in this job description and as assigned by the Head of School.

Job Qualifications

- BS or BA degree or progress toward such
- Strong organizational and time management skills
- Excellent attention to detail with paper and electronic communication
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, Publisher, Photoshop, etc)
- Excellent customer service skills
- Ability to work full-time (40 hours per week), July 30 - September 15, 2020, and as necessary to accommodate operational needs, for presence at school events/activities, and as a substitute teacher if assigned.

Job Duties

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent Handbook and Employee Handbook.
2. Support the development of students academically, socially, emotionally and physically by modeling appropriate work ethics and behavior.
3. Work collaboratively with Spruce Tree Montessori staff to engage student interest, create, develop and implement topic extensions, special lessons, and/or celebrations as needed.
4. Assist with the planning of and work alongside Head of School to host the annual Parent Orientation in July and other school events.
5. Assist with parent outreach and community public relations by working alongside Head of School at "Montessori Monday" workshops, attending school-sponsored events and occasionally attending local Chamber of Commerce Meetings; attend other community events determined to be in line with the school's mission.
6. Work in coordination with the Head of School, Elementary and Children's House Teachers for purchasing and organizing supplies and materials for classroom use, to include assemblies, educational celebrations, and activities respectful to religious freedom and exposure.
7. Manage inventory of classroom, paper, cleaning, art and office supplies, including inventory, organization, and purchase.
8. Foster healthy staff morale through frequent, thorough, respectful communication.
9. Assist with administrative, operational and light maintenance projects as assigned.
10. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
11. Perform other duties as assigned by the Head of School.