



JOB DESCRIPTION

Position: **Administrative Assistant**

Reporting to: Director of Administration

Status: Full-time, non-exempt

Job Summary

Assist the Administrative Director and/or Head of School with administrative and clerical tasks and various projects; manage inventory and organization of office, school and general supplies, assist with the creation of classroom materials, 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 engaging in face-to-face 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; 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 or Administrative Director.

Job Qualifications

- BS or BA degree or progress toward such or equivalent experience
- Excellent customer service skills
- Strong organizational and time management skills
- Outstanding attention to detail with paper and electronic communication
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, Publisher, Photoshop, etc)
- Ability to work full-time (40 hours per week with some overtime required), per staff school calendar, 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 in all aspects of role.
4. Answer phones and email messages, and manage communication sharing under the direction of the Administrative Director.
5. Assist the Administrative Director with the planning and facilitation of all school events.
6. Assist with parent outreach and community public relations by working alongside the Administrative Director and/or Head of School at "Montessori Monday" programs, 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.
7. Work in coordination with the Head of School, Directors, and Elementary and Children's House Teachers for purchasing and organizing supplies and materials for classroom use, to include for assemblies, educational celebrations, and activities.
8. Serve as the school expeditor as assigned; running errands, including supply and grocery shopping.
9. Manage inventory of classroom, paper, cleaning, art, animal, and office supplies, including organization and requests for purchase.
10. Ensure the lobby and teacher office space is clean, presentable, tidy and well equipped/stocked at all times.
11. Make coffee/tea and/or serve refreshments as needed in order to present a warm and welcoming environment for guests, parents, and staff.
12. Foster healthy staff morale through frequent, thorough, respectful communication.
13. Assist with administrative, operational, and light maintenance projects as assigned.
14. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
15. Perform other duties as assigned by the Head of School or Director of Administration. .