

Montessori Administrative/Auxiliary Assistant, 10:00 am-6:00 pm

The Greene Towne Montessori School Administrative/Auxiliary Assistant is an important role that provides both administrative and classroom support, and also covers the front desk from 4pm-6pm each day. The role provides key experience in the operational systems at the heart of running a school. The Auxiliary Assistant reports to the Head of School, Montessori Director/Dean of Faculty, Administrative Assistants or Coordinator/Lead Teacher as assigned. This position requires dependability, flexibility, and a broad range of skills, with energetic adaptability to changing needs each day. The Assistant will support administrative staff in the school's day-to-day operations, including ordering materials, updating records, maintaining systems, material making, laminating, copying, etc., as needed. Administrative/Auxiliary Assistants have the benefit of working with and learning from experienced administrators and teachers across our program, as well as getting to know and interact with all of our students in different roles.

Greene Towne Montessori School values diversity as part of its mission, provides equal employment opportunity, and does not discriminate against any employee or applicant for employment because of race, color, national origin, disability, ancestry, citizenship, religion, age, gender, sexual orientation or any other characteristic protected by law.

Qualifications: Greene Towne Montessori School is seeking dependable individuals that have administrative experience, a love for children, possess a growth-mindset, are organized self-starters, and are flexible and sensitive to the needs that arise in the life of an active school.

- **Benefits:** Competitive compensation. Health, dental & vision insurance for full-time employees. Retirement plan and term life. Regular professional development in areas including Montessori methodology, diversity equity and inclusion work, and communication skills.
- **Community:** Greene Towne Montessori School, located in Center City Philadelphia, is dedicated to providing a stimulating learning environment for children ages 18 months through 9 years, consistent with the values and principles developed by Maria Montessori. It is our mission to develop each child's full human potential--emotionally, academically, and socially--and to foster a life-long love of learning. Our programs aim to meet the diverse needs of the children and families we serve. Our urban location allows us to take advantage of Philadelphia's cultural and educational opportunities.
- **To apply:** Email letter of interest, resume, and contact information for three professional references, to ssweeneydenham@gtms.org.
- **Position start date:** August 26, 2024. Applications will be reviewed as they are received.