

Administrative Assistant



We are looking for an enthusiastic, experienced team player to promote a dynamic learning environment at Escuela del Sol Montessori, New Mexico's oldest independent not-for-profit Montessori school. Together with its Harwood Art Center, Escuela is a unique and inspiring learning community. Our faculty consists of highly qualified, experienced and engaged professionals who model our mission: To Inspire a Passion for Life-Long Learning. We value the arts, outdoor education, social responsibility, and classroom cultures rich in grace and courtesy. If you have the ability to combine intuition, creativity, best practices, inspiration, humor, grace and empathy in your professional work, Escuela could be a place for you to thrive.

The ideal candidate for the Administrative Assistant position will have experience in school administration and will support the Administrative Team in setting the tone, ethos, working and academic climate of the school. First and foremost, we are looking for a person with a centered, healthy and focused attitude who understands that they work in concert with families and colleagues as well as students.

POSITION SUMMARY:

- Create and/or update systems and procedures to run the administrative office of the school in an efficient, accurate manner.
- Assist with the administrative details of Admissions.
- Perform administrative tasks related to student and staff records and ECECD and CYFD (State) regulations.
- Assist with on-boarding of new employees and yearly HR paperwork.
- Proofread/edit school accreditation and yearly reports, school-wide newsletters, etc.
- Work closely with the organization's employees and Administrative Team to provide support for faculty, staff, students and parents.
- Provide positive customer service and maintain strict confidentiality of all communications and records.
- Provide support to teachers, in addition to weekend and evening events as needed.

REQUIREMENTS AND PREFERENCES:

- Work independently with minimal supervision
- Flexible/adaptable to constant change
- Strong tact and diplomacy; interacts with and works cooperatively with students, parents and Montessori staff
- Ability to prioritize, organize and plan work under own initiative
- Ability to communicate effectively, orally and in writing
- Initiative to develop and maintain communication and build relationship with parents and others.

SCHEDULE AND COMPENSATION:

- Full Time or Part Time position to begin first week of August
- Monday - Friday normal business hours PLUS occasional evenings, weekends, as required for full school participation and training
- Starting hourly \$16.50
- Benefits available (health, dental, retirement) for Full Time employees

The above information is intended to describe the most important aspects of the position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required in order to perform the work.

PLEASE APPLY AT THE LINK BELOW:

<https://escueladelsol.wufoo.com/forms/employment-application-administrative-assistant-w1ufmlb81hf8jr8/>