



TITLE: Administrative Assistant

QUALIFICATIONS:

- At least 18 years of age
- A high school diploma or equivalent
- Microsoft Office Suite experience

TERMS OF EMPLOYMENT:

- Part-time, year-round position (hours 2:00 – 6:00 PM)
- Hourly compensation to be established by the Head of School

REPORTS TO: Head of School

JOB GOAL: The Administrative Assistant is expected to perform the duties of the office efficiently and professionally. Contribute to a positive, welcoming community deeply committed to educating children 18 months to 6th grade.

RESPONSIBILITIES:

- Answers the telephone; greets everyone in a friendly, professional manner
- Communicates information and concerns to the appropriate source promptly and openly
- Maintains a high sense of confidentiality
- Willingness to gain knowledge of Montessori philosophy and support the school's mission and philosophy
- Assists Directresses with copies, laminating, and collating materials
- Assists in walking students to rooms at drop-off/pick up
- Creates monthly school, lunch, snack, and birthday calendars
- Attends in-service days, team meetings, the Back-to-School Picnic, Open House, & Spring Fling
- Abide by the policies and procedures established by the Board of Trustees
- Additional duties as assigned by the Head of School

BENEFITS: Employees of Canton Montessori School are eligible for benefits, including tuition discounts for children attending Canton Montessori School. Additionally, employees may be eligible for medical benefits, paid time off, and retirement plan contributions.