



Position Announcement - Administrative Assistant

About Sussex Montessori School:

Sussex Montessori School was approved as a charter school by the Delaware Department of Education in April 2018 and will open for grades K through 3 in Fall 2020. One grade per year will be added to eventually serve children in grades K through 6. The Sussex Montessori School Board believes that the creation of a Montessori public school in Sussex County, DE will improve student learning, allow for greater choice for parents, and serve as a model for alternative approaches to education by providing a proven and innovative teaching and learning environment.

The mission of Sussex Montessori School is to nurture the development of empathetic, collaborative, persistent and innovative global and community citizens in accordance with the time-tested philosophy of Maria Montessori, through authentic personalized learning experiences, respectful relationships, opportunities to innovate, and a focus on global citizenship.

The school is located in Seaford, Delaware, which is a diverse rural area with a thriving Hispanic population as well as growing Haitian community.

Summary of Position:

The Administrative Assistant is responsible for providing secretarial and clerical services and overseeing the main office for Sussex Montessori School.

Reports To: Head of School

Qualities needed to thrive in this role:

- **Relationships-** the ability to build strong relationships with students, parents, and key school stakeholders across the school
- **Knowledge-** a working knowledge of the school climate, facilities, staff, systems and operations of SMS
- **Dedication-** a desire to aid all personnel and families in successfully enhancing the culture, educational capacity, and operations of SMS
- **Community-** Maintain relationships with vendors, former families, and surrounding schools

Major Responsibilities Include:

1) Communications

Greets visitors, answers phones, acts as a professional and respectful point of contact.

2) Office Management

Organizes the office to operate in an efficient manner, maintains a clean and a visitor friendly environment.

3) Attendance

- a. Inputs attendance information daily in the state program or an approved system.
- b. Works with other team members to coordinate the efficient use of student attendance records and keep all student attendance information up to date and accurate.

4) Substitute Teachers

- a) Conduct new-hire orientations
- b) Schedule substitutes on a daily basis-as needed

5) Documentation preparation

- a) With input, creates and produces documents for administration, parents, and staff.

6) Must interact with all other personnel

- a) Differentiating communication based on client

7) Training

- a) Attends training and other update sessions to ensure position will always be current with the most up to date methods.
- b) Communicates the morning/ afternoon and additional daily announcements

8) Google Calendar

- a) Keeping the google calendar updated with all school year activities.
- b) Prepares documents for administration, parents, and staff.

9) Website

- a) Update Sussex Montessori School's website

10) Homeless Liaison

- a) Identify
- b) Attend quarterly meetings

11) Pupil Accounting Coordinator

- a) Attend quarterly meetings
- b) Relay information back to Sussex Montessori Staff

12) Migrant Liaison

- a) Identify

13) Foster Care Liaison

- a) Identify
- b) Attend quarterly meetings

14) Must perform other duties as assigned

- a) Performs other duties as assigned in a timely and professional manner. Duties to be prioritized.

Essential Qualifications and Skills

Education:

- At least three (3) years of administrative support or 3 years in a supervisory role
- Organized, professional, flexible, friendly, and self-motivated
- Proficient in Microsoft Office
- Associates Degree or higher preferred
- Familiarity with eSchool preferred

Review of applications will begin February 17, 2020. This is an on-going process until the right candidate is found. Anticipated start date for the position is March 1, 2020 or a mutually agreeable date. Position will be open until filled.

This position is a 12-month, 40 hour/per week position.

Notes:

A criminal background check is required. The successful candidate must demonstrate during the interview process an understanding of diversity, educational equity and multicultural education. This job description is not intended to be an all-inclusive list of duties and standards of the position. The selected candidate should expect to perform any other related activities needed to deliver the position's key duties and responsibilities and follow any other instructions as defined by his/her supervisor.

Sussex Montessori is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, genetic information, marital status, disability, age or Vietnam Era veteran's status in employment or its programs and activities. All interested applicants should send a **cover letter and resume** to: jobs@sussexms.k12.de.us