



## Administrative Support Staff

Are you an organized, quick thinking, tech savvy, office wiz who knows how to find a solution for every problem? We are looking for you to be a part of our admin team!

Does this sound like you? If so, we are ready to meet you! Please send your resume and a cover letter highlighting why you feel a fit with this role to [admin@rivermontessoricharter.org](mailto:admin@rivermontessoricharter.org).

Major areas of responsibility include, but are not limited to:

- Provide office, technology, and administrative support to all faculty and staff
- Enter and maintain all student data in school and state databases
- Update and file necessary reports with the California Department of Education and other state agencies
- Maintain the appointment schedule for the office and keep the schools calendar up to date
- Update the school website and create flyers and other announcements
- Delivery of school communications

Requirements & Qualifications:

- Tech savvy
- Strong written and verbal communication skills
- Ability to work independently and manage completion of tasks/deadlines
- Ability to remain calm and gracious under pressure
- Ability to find a solution for every problem
- Communicate well and create working relationships with children, parents and co-workers
- Understand and promote the school's vision, mission, and goals to students, parents, and community
- Adhere to school and safety policies and procedures

Skills in and knowledge of:

- Microsoft Office Suite
- Google Suite
- Weebly
- Smore/Constant Contact/other e-marketing tools
- Proficient in writing, editing, and formatting
- Ability to learn new software programs quickly
- Knowledge of SchoolWise a plus
- Calendaring and appointment scheduling
- Ability to speak/write Spanish a plus

Certifications/Education:

- First Aid/CPR certification (or willingness to obtain)
- High School Diploma or equivalent, Bachelor's Degree preferred
- Clear (or negative) tuberculosis (TB) test prior to first day of employment
- Pass criminal background check prior to first day of employment

About Us:

We are a public nonprofit Montessori elementary school located in Petaluma, alongside Ellis Creek and Shollenberger Park. Our beautifully diverse community filled with young children and their eagerness to learn makes this school a very special place to work. For more information about employment at River Montessori please go to <https://www.rivermontessoricharter.org/career.html>.