



Administrative Support Staff

We continually invite and welcome applications as we seek to enrich our community with enthusiastic and experienced Montessorians for all positions as we grow every year. Our public school is currently comprised of Transitional Kindergarten/Kindergarten, Lower Elementary and Upper Elementary environments. Please send your resume and a cover letter highlighting why you feel fit with this role to employment@rivermontessoricharter.org.

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!

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 school's 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

3880 Cypress Drive, Suite B • Petaluma, CA 94954 • 707.778.6414 • www.rivermontessoricharter.org

River Montessori Charter School is an Equal Opportunity Employer and does not discriminate against any persons (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

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

The information presented in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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>.

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