Clementine Montessori is a small school nestled in Center City Philadelphia. Our mission is to nurture a community of learning, kindness, and independence amongst our young students. It is the school’s objective to create a safe, engaging, and inspired learning environment grounded in the philosophy of Dr. Maria Montessori. We strive to build a diverse community of learners and recognize the uniqueness of each child.

Clementine’s Assistant Administrator works in conjunction with the Head of School (HoS) and the Director of Admissions (DoA) to support the mission and vision of the school by providing administrative support to the school’s programs, students, staff and families.

The following are requirements of prospective candidates:

* A strong working knowledge of Microsoft Office products and is comfortable learning computer programs such as Smart Tuition, Transparent Classroom, Quickbooks and Mailchimp.
* Good oral and written communication skills.
* Good organizational skills and can multi-task.
* A self-starter and team player.
* Has received COVID vaccination and boosters.

The following experiences would be preferable but are not required:

* Prior school administrative responsibilities.
* Knowledge of, or interest in, the Montessori philosophy.
* Worked with Smart Tuition, Transparent Classroom, Quickbooks and/or Mailchimp.
* Worked with young children.
* Worked in a small office setting.

This is a twelve-month full time non-exempt position with full benefits. The daily hours are from 9:00AM to 5:30PM with forty-five minutes for lunch. The Assistant Administrator reports directly to the HoS.

Listed below are highlights of the specific responsibilities for this position:

I. Human Resources

 Staffing:

* Maintains employee files for annual licensing inspection with the Department of Human Services (DHS) to include credentials, up-to date clearances, health records, documentation of professional development and annual employment reviews.

 Benefits:

* Enrolls new employees in school benefits including 403(b), health insurance, dental insurance, TransitChek, FSA, long and short-term disability and life insurance.

II. Student Records

* Creates and maintains student files.
* Conducts regular reviews to ensure that student records are current and comply with DHS licensing regulations including updated health, emergency contact and DHS forms.
* Ensures emergency contact binders in all classrooms and offices are always up to date with latest emergency contact information including staff forms.

III. Department of Human Services (DHS) and Office of Child Development and Early Learning (OCDEL):

* Oversees the annual licensing inspection from DHS.
* Oversees the annual Food and Facility Inspection from the Philadelphia Health Department.
* Obtains Safe Serve certification once employed at Clementine.
* Maintains student and employee files in compliance with DHS’ requirements including out of state clearances for employees.
* Keeps informed and apprises HoS of annual updated requirements and regular communications from DHS and OCDEL.

III. Facilities

* Maintains and organizes weekly inventory and replenishes office and cleaning supplies.
* Must have the ability to carry packages of at least 25lbs.
* Develops, maintains and practices school security procedures in conjunction with the HoS.
* Conducts and maintains record of monthly fire drills as well as other drills of TAPapp, shelter in place, etc.

IV. Financial

* In Quickbooks, processes accounts payables, downloads & distributes monthly bank transactions and reconciles accounts receivables tuition & camp payments.
* In Smart Tuition, establishes and manages students’ accounts and downloads & reconciles monthly transactions.
* Supports the HoS in preparing documents and reports for the school’s annual financial audit.
* Purchases classroom, office and maintenance supplies based on requests and supply levels in accordance with the annual budget

III. Events

* Coordinates with staff, and at times with the Parent Association in the planning and execution of school events.
* Ensures that all events are properly advertised and communicated in advance, via newsletters, Paperless Post, and social media.

IV. Parent Communication

* Responds to daily emails and telephone calls from current parents.
* Using Mailchimp
	+ composes and distributes weekly office newsletter.
	+ reviews and sends out classroom weekly newsletters.
* Maintains and regularly updates email distribution lists in MailChimp, Paperless Post, DocuSign and GoDaddy.

V. Other

* Provides student coverage as needed throughout the week.
* Attend opportunities for professional growth including annual requirements by DHS (12 hours).
* May have additional administrative duties as assigned by the HoS.