

## **Operations & Administrative Associate**

### **DESCRIPTION:**

The Operations Associate is a dynamic position that requires an open-minded and flexible attitude. General reception and administrative support only reflect a portion of this position, as you will be working with faculty, parents, and our students to enhance the experience of everyone that enters our school. As the first point of interaction for people entering the building, your primary priority is always creating positive energy in the lobby. This position reports to the Associate Director of Operations and provides occasional support to the Director of Auxiliary Programs. The Operations Associate helps manage the safety and ever-changing day-to-day logistics that go into running the school.

### **REQUIREMENTS:**

- Possess excellent multitasking and time-management skills, with the ability to prioritize tasks
- Exude a Customer service attitude
- Proficiency in Google Suite and with office equipment (e.g. fax machines, printers, internal phones)
- Ability to be resourceful and proactive when issues arise
- Positive collaborative attitude and willingness to leave comfort zone

### **Reception Duties**

- Manage the flow of guests into the building, greet all visitors and direct them accordingly.
- Maintain school security by following safety procedures and controlling building access.
- Oversee and troubleshoot the Traction sign-in system as needed.
- Answer lobby phones, respond and redirect all emails and phone calls promptly.
- Receive and sort all incoming mail.
- Maintain lobby appearance (package distribution, bikes, lost and found, milk).
- Facilitate drop-off and receipt of student items.
- Assist with maintaining postage machines and school mailings.
- Ensure egresses and elevators are accessible.
- Always prioritize students in the lobby.

### **General Administrative Duties**

- Track and manage daily student attendance during regular and after school hours.
- Manage and communicate dismissal changes and After School Program drop-in requests.
- Fulfill purchase orders and keep updated records of office expenses and costs in accordance with KMS policy.
- Maintain general office supplies including student snacks and break room needs.
- As needed, assist the Associate Director of Operations with Administrative Support.
- Support the Director of Early Childhood where needed.
- Oversee dismissal for both the academic school day and ASP/ Enrichment programming.

- Assist with other duties and projects as needed.
- Occasionally support with lunch and recess duties

### **After School Responsibilities**

- Manage reception during ASP hours
- Communicate with parents and teachers regarding daily schedule, including:
  - Mass communication about canceled lessons and any make-up date notifications
  - Individualized communication regarding registration discrepancies and schedule changes.
  - Support After School teachers when needed
- Aid Auxiliary Programs including reserving transportation and programmatic spaces
- Track missed days and make-up enrichments and lesson throughout the trimester
- Manage any discrepancies in registrations
- Support daily operations as needed

### **Special Projects Responsibilities**

- Support Blackbaud database (experience is a plus)
- Supports all-school departments with project development and completion
- Organizes, attends, and participates in special project meetings
- Documents and follows-up on important action items
- Develops content and messaging that aligns with the Project Leader's vision
- Provides administrative support to all departments as needed

### **QUALIFICATIONS:**

- BA/BS degree required (Majors in an education field are preferred)
- Minimum of 1 year working in an educational setting (non-profit preferred)

### **BENEFITS:**

- Competitive, independent school salaries
- 403b plan
- Comprehensive Health, Dental, Vision and Life Insurance Coverage
- Flexible Spending Account offered to all employees (FSA)
- Extensive, professional development opportunities, including Montessori training
- Qualified transportation program
- Tuition reimbursement for eligible employees seeking Montessori certification
- Kingsley tuition remission of up to 50% for eligible children of full-time employees

*Kingsley Montessori School values and celebrates diversity because it makes us a better employer, builds a stronger school community, develops a sense of collaboration, and encourages mutual respect and broader thinking. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran*



*status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.*

**TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING INFORMATION\* BY EMAIL:**

- A cover letter describing your interest in the position with an overview of your background and experience with children and education
- A current resume

**APPLICATIONS SHOULD BE SENT TO:**

Hilary Gillcrist, *Associate Director of Operations & Senior Administrative Assistant*

— [working@kingsley.org](mailto:working@kingsley.org)

**\*Electronic file names must be in the following format:**

- FirstName LastName CoverLetter Year
- FirstName LastName Resume Year