



ASSISTANT TO THE DIRECTOR OF EARLY CHILDHOOD

Kingsley Montessori School is a toddler through sixth grade independent school of 300 students in Boston's historic Back Bay. Our mission is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens. A diverse, equitable, and inclusive community is integral to fulfilling our mission. Kingsley Montessori School strives to be a place where each person feels a sense of belonging and respect, recognizes and appreciates the richness that is added to our community through diversity, and is empowered to take action against injustices. We actively create such a community through our programming, our professional development, and our hiring, admissions, and governance practices. Kingsley's high standards of professionalism are maintained through supportive and ongoing supervision and evaluation, development, and growth. We actively seek candidates whose lived experiences reflect and enhance the racial, cultural, and gender diversity of our school community.

DESCRIPTION and REQUIREMENTS

The Assistant reports to and supports a busy school division dedicated to the education of toddler through kindergarten 2-6 year old students and their families. Duties include supporting the Director of Early Childhood Education through:

Overseeing daily operational needs of the Early Childhood Program including but not limited to:

- Ensure effective communications between home and school
- Manage attendance of Early Childhood faculty and staff
 - Utilize a daily Attendance Tracker for students and staff
 - Partner with the Nursing Team to ensure the health and safety of students and staff
 - Manage teacher absences and coverage needs
- Organize events for the Early Childhood Program
 - Assist in the organization of field trips
 - Organize parent information sessions and Parents Association events
 - Assist with event planning from Back to School Night to Kindergarten Moving Up
 - Assist the Advancement Team with events such as Spirit Day, Giving Day, Thank You Day, Teacher Appreciation Days, and Grandfriends Day/K Marathon
 - Support the hiring process for new faculty and staff at Early Childhood
- Provide final read for all outgoing communications from the Director of Early Childhood
- Collaborate with elementary staff on projects including but not limited to: School Calendar, Picture Day, outgoing communications, and summer projects.

Serving as building operations manager with duties including but not limited to:

- Run the front desk and maintain upkeep of the lobby
- Greet all visitors and direct them to the appropriate person or classroom

- Order office supplies, classroom materials, and snacks for the Early Childhood Program as needed, managing general and classroom budgets and invoices
- Collaborate on the Master School Schedule; assist in class placement for students
- Collaborate to create the Kingsley directory and yearbook
- Working closely with Admissions, participate in the re-enrollment process for all families,
- Provide support to Admissions on an ongoing basis, especially between January and May
- Assist with Admissions event planning and logistics
- Assist in classrooms as needed

NECESSARY SKILLS

- Strong organizational and data management skills
- Excellent interpersonal skills
- Able to multitask, problem-solve and adapt successfully and effectively
- Punctual and dependable
- Trustworthy and able to maintain confidentiality
- Strong verbal and written communication skills; excellent telephone manner
- Team player with a good sense of humor and a positive outlook
- Willingness to deal with interruptions and the ability to jump in and help as needed

QUALIFICATIONS

- 3 to 5 years experience in a customer-facing administrative role or independent school setting
- BA/BS degree preferred
- High competence with Google Suite and Microsoft Office
- Knowledge of database platforms such as Blackbaud preferred or willingness to learn
- Experience with young children desirable

TO APPLY, CANDIDATES SHOULD SEND THE FOLLOWING VIA EMAIL TO:

working@kingsley.org

- Cover letter describing your interest in the position
- Current resume
- List of three current/past supervisors with email addresses and phone numbers

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.