



Position Description Classroom & Administrative Assistant

Sweetbay is looking for a part-time classroom and administrative assistant to join our small but growing Montessori school. The duties of this position include both working with children and light office work. The ideal candidate is responsible, energetic, personable, organized, and comfortable outdoors with a love for assisting in the education of children.

The hours and flexibility in this position may be perfect for a parent of school-aged children, retiree, or someone else looking for part-time work outside the home. A tuition discount is available for children or grandchildren.

DUTIES and RESPONSIBILITIES

Include but are not limited to:

- Assisting the classroom teachers in maintaining a healthy, clean, and safe environment for the students in our school in accordance with the Montessori philosophy of education.
- Supervising students at lunch, in the play yard, and occasionally assisting in the classroom.
- Ability and willingness to crouch, kneel, and sit on the floor to interact with young children.
- Administrative work such as answering calls, monitoring email communication, and preparation, editing, and filing documents.
- Light housekeeping such as vacuuming, sweeping, and wiping surfaces.
- Available to substitute for an Assistant Teacher on occasion.
- Lifting a minimum of 45 pounds.
- Other duties as assigned by the Head of School.

QUALIFICATIONS and SKILLS

- Love and enthusiasm for working with children.
- Certification in First Aid and Pediatric CPR, or willingness to complete certification.
- Proficiency with use of standard office equipment and Microsoft Office applications.
- Experience with website management and basic data entry in Quickbooks is a plus.
- Successful completion of Florida Department of Children and Families Background Screening with a status of "Eligible" for Child Care and Summer Camps.

Sweetbay Montessori School is an equal opportunity employer committed to maintaining a school environment free from discrimination or bias in any form, including but not limited to race, color, nationality, religion, cultural heritage, political beliefs, marital status, sexual orientation, or disability.

EXPERIENCE

Applicants must have either formal or informal experience working with young children. Experience in a classroom or child care setting is preferred, with experience in reception or office administration a plus.

HOURS

Position is part-time (20-30 hours / week) Monday – Friday. Scheduling is flexible among the staff to support family and other outside commitments.

PAY

Staff members are paid on salary with overtime, calculated at \$11 - \$13 / hour based on education and experience. School holidays less than 5 days duration are paid holidays.

TO APPLY:

Please visit our website: <https://sweetbaymontessori.org/opportunities> to download an Employment Application. Submit completed application with resume and cover letter by US Mail or email to: info@sweetbaymontessori.org