

## **Administrative Assistant- Collaborate, Coordinate, and Keep Us Connected!”**

**Location:** In-Person @ Sterling Montessori Academy & Charter School – Morrisville, NC

**Job Type:** Full-Time

**Hours:** 7:15-3:15 Monday-Friday

**Supervisor:** Executive Director

**Start Date:** July 2025

### **About Us:**

Sterling Montessori Academy & Charter School is more than a school—it’s a thriving, dynamic, and diverse learning community dedicated to the Montessori philosophy and the pursuit of lifelong learning. Our mission is to foster independence, academic excellence, and respect for self and others, all within a culturally responsive and inclusive learning environment. Serving students from preschool through eighth grade, we provide a nurturing environment that fosters independence, academic excellence, and social responsibility. Our educators are passionate, our families are engaged, and our students are inspired every day.

### **About the Role:**

Are you an organized, dependable multitasker who thrives in a fast-paced school environment? Sterling Montessori is seeking a highly motivated Administrative Assistant to support the Executive Director and Operations Team in ensuring the smooth day-to-day operations of our school. This is a key role on our operations team that blends administrative coordination, substitute scheduling, and front office coverage, all while helping foster a welcoming and professional school environment.

### **As the Administrative Assistant, you will:**

- **Administrative Support:** Assist the Executive Director with daily administrative tasks and help ensure external partners meet deadlines and expectations.
- **Front Office Coverage:** Serve as a backup to the Front Office Manager, greeting families and staff, managing phone and email communication, administering medications, and supporting student check-in/out.
- **Substitute Coordination:** Proactively secure substitutes to ensure uninterrupted instruction, manage sub schedules, and coordinate onboarding paperwork and daily needs.

- **Information Management:** Assist with enrollment documents, cumulative file transfers, and timely information sharing with HR and school staff.

## What You Bring:

### Required Qualifications:

- High school diploma or equivalent
- Minimum of 2 years of experience in an administrative, clerical, or customer service role
- Proficiency in Microsoft Office Suite and Google Workspace (Docs, Sheets, Gmail, Calendar)
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively
- Ability to maintain confidentiality and handle sensitive information with discretion
- Professional demeanor and interpersonal skills to interact effectively with staff, students, families, and community members
- Ability to work independently and as part of a team in a fast-paced environment
- Punctual and dependable with strong attention to detail

### Preferred Qualifications:

- Prior experience in a school or front office setting
- Familiarity with substitute scheduling or basic HR tasks

## Why Join Sterling Montessori?

- **A Supportive & Collaborative Team** – Work alongside passionate educators and administrators.
- **Opportunities for Professional Growth & Leadership Development** – We invest in our employees!
- **A Competitive Compensation & Benefits Package**, including:
  - Health, Dental, & Vision Insurance
  - Life Insurance & Retirement Plan
  - Paid Time Off & Professional Development Opportunities
  - Flexible Spending Account

### **Ready to make a difference behind the scenes in a vibrant educational community?**

Apply today to join our team at Sterling Montessori and help create a smooth, responsive, and welcoming experience for students, families, and staff alike. Apply today by sending your **resume, cover letter, and three professional references** to [hr@sterlingmontessori.org](mailto:hr@sterlingmontessori.org) with the subject line: **Administrative Assistant Application.**

We can't wait to welcome you to the Sterling Montessori team!