

FRONT OFFICE ADMINISTRATOR

We are growing! We are looking for a high energy teammate to join our amazing group of teachers and administrators. **Is that you?** Our mission is to create a school filled with thriving independent young learners, supportive parents and happy, well-cared for staff. You can learn more about our schools at www.littlelaurels.org and www.laurelacademy.org



Our ideal candidate:

- Experience and genuine love of working with young children
- Demonstrates excellent communication skills
- Highly organized
- Works well within a diverse group of staff and students
- Understands the value of having a sense of humor while maintaining a professional demeanor
- An amazing multitasker who is willing to jump in where needed when needed.
- Is willing to get additional training to better support the effectiveness of the team
- Is patient and courteous with the children, and professional with parents and co-workers
- Strives for excellence and embraces lifelong learning

Hiring Requirements

- Current **Portable Background Check via MERIT**
- Current (within the past 12 months) and cleared **TB test**
- Proof of **COVID-19 vaccination**
- Proof of immunity from measles (**MMR**)
- Ability to lift 25 pounds

Requirements - which may be obtained after hire.

- **Infant/Child CPR/First Aid** within first 90 days
- **Blood-borne Pathogens** within first 90 days
- **Food handlers Permit**
- **STARS/MERIT** participation per state guidelines. Will need to complete your STARS 30 hours within the first 90 days of employment and complete and maintain yearly STARS hours.

Both full-time and part-time schedules are available. Our school hours are between 7:15 am and 5:00 pm.

Benefits and Conditions:

- Employees have the opportunity for flexible salary packages that include health insurance, sick and holiday pay, tuition assistance for your child, and paid teacher work days (lunch typically provided too!).
- Waiting period of 90 days may apply for some benefits.

COVID-19 considerations: All faculty, staff and students are required to wear masks and follow the Stay-home, Stay-healthy guidelines of Washington State until such time as they are lifted.

Please complete an [Employment Application](#), email a cover letter and resume to admin@llmontessori.org for consideration.