



City Garden Montessori School School Receptionist - Early Childhood Center

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, **public school** environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

Located in St. Louis, City Garden is entering its 14th year as a charter school, having received a second 10 Year Charter with the state of Missouri in 2017. We began in 2008 with 53 students; we will have 400 children in preschool through eighth grade when we begin our 2021-22 school year. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children and holistic Montessori education, rooted in equity and social justice.

City Garden has attracted support from [the Opportunity Trust](#), and the [Chan-Zuckerberg Initiative](#) has published a [case study about City Garden's innovative model](#).

School Receptionist

City Garden Montessori School is seeking candidates with experience to fulfill the position of School Receptionist at our Early Childhood Center. We're searching for an enthusiastic individual to help our staff in delivering the high-quality learning experiences we're known for. The ideal applicant for this position must possess maturity, strong interpersonal skills, and the ability to establish and maintain connections with the students and families.

Under the direction of the School Principal, the School Receptionist serves living representation of the radical hospitality City Garden Montessori is famous for. They are a resource for administrators, academic staff, students, parents and school community, ensuring the orderly functioning of the school day. This requires a person who is both experienced, and comfortable, in a role that sometimes has a lot of moving parts.

The Most Exciting Part of the Job

- Being the first person that students and parents see at the beginning of the school day
- Supporting the overall operation of the Early Childhood Center as the administrative go-to
- Providing help in preparing for school events
- Assisting as a member of the emergency team during crisis

Responsibilities

Daily School Support

- Welcoming guests/sign in and out procedures
- Recording school attendance and tardiness
- Answering and routing calls
- Responding to telephone, email and written communications
- Scheduling and preparing for meetings
- Keeping the school reception area clean, welcoming and organized

Record Keeping

- Create, update, and maintain confidential student files (paper and electronic)
- Enter/upload into Tyler Student Information System database, ensuring accuracy of data

Administrative Duties

- Keep school calendar updated and organized
- Inventory and order office supplies and school materials
- Ensure proper maintenance of office equipment
- Create, print, prepare and collate materials as requested by administrative staff
- Maintain confidentiality regarding all school, student and staff issues
- Communicate with parents/guardians about their students' records

Professional Responsibility

- Actively participates in a regular evaluation process including feedback conferences, and an annual self-evaluation toward yearly goals which are established with the school principal
- Attends collegial activities designed to make the entire school a productive learning environment, for example, professional development opportunities, working committees, mentoring, etc.

Qualifications

- Possess a minimum of an Associate's degree, Bachelor's degree highly preferred

- 2+ years of working in an administrative, public-facing capacity, working in a school highly preferred
- Experience with Google applications, especially Gmail, Calendar, and Drive
- Experience using Microsoft Office Suite (or comparable Google Suite applications), especially spreadsheets
- Exemplary organizational skills
- Ability to learn and use new technologies
- Strong written and verbal communication skills

The full job description may be downloaded [HERE](#).

What We Offer

- A family-supportive work environment
- Ongoing professional development
- Enrollment preference to City Garden Montessori for child(ren) grades K through 8, discounted preschool tuition

Benefits

City Garden offers a range of benefits for Full-time employees such as:

- Generous Paid Time-off (Fall, Winter and Spring breaks, holidays, and additional days)
- Paid Health Benefits (Medical, Dental, Vision and Life Insurance)
- Pre-Tax savings for family health premium costs
- Retirement Plan

Schedule

Typically 8:00 to 4:00 daily, and occasionally outside of the normal schedule for school-related activities that include preparation time, staff meetings, parent teacher conferences and special events.

Compensation

This is a full-time, non-exempt, 12-month position, with a salary range of \$31,000 to \$34,000.

To Apply

Submit your resume and cover letter, which highlights why you are interested in this position, to jobs@citygardenschool.org

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.