

### **Assistant to the Directors of Early Childhood and Lower School**

Reports to: Director of Early Childhood and Director of Lower School

Monday - Friday | 9 a.m. - 4 p.m. 35 hours/week | 11-Month Non-Exempt

*St. George's Episcopal School is a coeducational, independent school serving approximately 375 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.*

### **Position Summary**

The Assistant to the Directors of Early Childhood and Lower School will work closely with both division directors to provide essential administrative support, as well as foster a sense of community for the Early Childhood and Lower School faculty. By connecting these two divisions, this position will enhance collaboration, communication and creativity among Early Childhood and Lower School administration, faculty and staff.

### **Essential Duties and Responsibilities**

- Maintains and tracks all licensing requirements by the state of Louisiana in order to ensure that all requirements are successfully met, which includes providing appropriate orientation and training on licensing regulations.
- Ensures that the school is compliant with Health Department and Fire Department regulations.
- Assists ECC Secretary with coordination and maintenance of logs in accordance with licensing standards: attendance, observations, illnesses, accidents, parent visitors, carpool and medical information.
- Communicates maintenance requests for Early Childhood and Lower School campus and follows up to assure needs are addressed.
- Completes all billing requirements for ½ day students who remain on campus for a full day.
- Makes accommodations for staff to attend professional development conferences.
- Maintains records of all teacher professional development for licensing and internal documentation.
- Maintains inventory for all Early Childhood and Lower School classrooms and supplies, including budget tracking, ordering and picking up orders as needed.
- Performs weekly snack shopping for Early Childhood classrooms.
- Facilitates sign-ups for parent/teacher conferences for Early Childhood and Lower School.
- Assists with large mailings, including re-enrollment, registration packets and summer letters.

- Assists with preparations for weekend and other family events.
- Coordinates and sends school communications as needed with the assistance of the Director of Communications, including the Lower School and Early Childhood newsletters.
- Creates, maintains and digitizes class rosters and schedules in Alma, email lists and Early Childhood/Lower School sign-in sheets
- Maintains the Early Childhood and Lower School common storage closets: art closets, Early Childhood library, Lower School Guided Reading library and manipulative closet.
- Organizes and facilitates the coordination and dissemination of report cards for Lower School and Early Childhood.
- Maintains substitute list and schedules substitutes to maintain child/staff ratios in Early Childhood classes; substitutes on occasion in an Early Childhood/Lower School classroom as needed.
- Conducts initial training for substitute teachers in Early Childhood and Lower School.
- Occasionally monitors students in the ECC Office in the case of illness, pending parent pick-up and/or behavior-related breaks from the classroom.
- Assists the Director of Admission and Admission Coordinator with Early Childhood and Lower School student exmissions and corresponding teacher forms.
- Performs other administrative duties as assigned by the Director of Early Childhood and Director of Lower School.

### **Qualification Requirements**

- Associates degree required; bachelor's degree preferred.
- Must meet the qualifications for one of the following:
  - Must possess an early childhood ancillary certificate and one year of experience in teaching.
  - Rendered care in a licensed early learning center or comparable setting, subject to approval by the department; national administrator credential and one year experience in teaching or care in a licensed early learning center, or comparable setting, plus 6 credit hours or 90 clock hours of training in child care, child development, early childhood or management/administration, subject to approval by the department.
  - Three years of experience as a director or staff in a licensed early learning center, or comparable setting, subject to approval by the department plus 6 credit hours or 90 clock hours of training in child care, child development, early childhood or management/administration approved by the department.
- Strong leadership, management and problem-solving skills
- Skills in engaging with young children and their families
- Ability to organize and multitask
- Excellent and strong interpersonal skills
- Must possess reliable transportation for weekly errands.
- Willingness to work occasional evening and weekend events as necessary
- Strong understanding of confidentiality
- Proficiency in Google Suite
- A sense of integrity, ethics and ability to carry out responsibilities in accordance with the school's policies and procedures
- Excellent verbal and written communication skills

**Working Conditions / Physical Demands:**

- Must be physically able to operate computers and office equipment.
- Frequent bending, reaching, squatting, kneeling and twisting; constant walking, speaking and listening; frequent sitting on the floor and maintaining close visual attention to the computer.
- Occasional lifting up to 50lbs.

**St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Interested candidates should send a cover letter detailing their educational philosophy and resumé to the Director of Early Childhood, Mrs. Hayley Harang, at [Hayley.Harang@stgnola.org](mailto:Hayley.Harang@stgnola.org) and the Director of Lower School, Mrs. Brigitte Thomas, at [Brigitte.Thomas@stgnola.org](mailto:Brigitte.Thomas@stgnola.org).**