

**St. Mary's Academy
Employment Posting for Administration**

Job Position: Early Learning Administrative Assistant

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a vibrant, highly organized Early Learning Administrative Assistant who serves as the first smile of the day, warmly greeting parents and students with genuine enthusiasm. This role brings energy, joy, and a service-minded spirit to support young learners, families, and faculty while helping create a welcoming and smoothly run Early Learning environment. As a primary point of contact, this individual delivers exceptional customer service and ensures daily operations flow seamlessly. A true love for early childhood education and excitement for working with young children are essential.

The ideal candidate is positive, personable, and thrives in a fast-paced setting. They are collaborative, initiative-taking, and able to juggle multiple priorities with ease-all while fostering a caring, engaging, and joyful school community.

Major Duties and Responsibilities:

- Serves as the first point of contact for students, families, faculty, and visitors, demonstrating excellent customer service and a calm, friendly demeanor;
- Handles a phone calls and emails, ensuring timely and professional follow-up;
- Monitors and responds to doorbell system, verifying and granting access to students, staff, and visitors in accordance with school safety and security protocols;
- Support early childhood classroom teachers and administrators by assisting with projects, preparing materials;

- Positively collaborates with key departments across the school including athletics, admissions, facilities, IT, transportation, and the health office to ensure smooth operations and student safety.
- May be assigned occasional supervision duties as needed to support student safety and daily operations;
- Maintains accurate records student attendance in PowerSchool,
- Supports the functionality of office equipment such as printers;
- Identifies and recommends process improvements to enhance office efficiency;
- Proactively assists with other tasks as assigned to support the school community;
- Other duties as assigned by the Lower School Principal, and,
- Adhere to and support the mission of St. Mary's Academy.

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree required
- Proficient in Google Suite
- Strong ability to handle sensitive information with integrity and confidentiality
- Excellent organizational skills with a focus on accuracy and attention to detail
- A sense of resonance with the St. Mary's Academy mission

Salary/Benefits:

The salary range for this part-time, 12-month, non-exempt position is \$25 per hour- \$32 per hour dependent upon experience. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, and opportunities for professional development the position is not eligible for tuition remission. This is a part-time (80%), non-exempt position reporting to the Lower School Principal. The position starts August 11, 2026, and concludes June 3, 2027.

How to Apply:

Interested candidates should send a cover letter and resume to Kristina Carothers, Lower School Principal at kcarothers@smanet.org. The position posting closes April 13, 2026.