Job Posting

MONTESSORI AUXILIARY/ADMINISTRATIVE ASSISTANT, 9am-5pm year round

Greene Towne Montessori School, located in Center City, Philadelphia, is dedicated to providing a stimulating learning environment for children ages 18 months through 6 years, consistent with the values and principles developed by Dr. Maria Montessori. Greene Towne Montessori School instills in young children an understanding of learning as a personal process, a sense of agency in building self and community, and the joy of possibility.

Greene Towne Montessori School values diversity as part of its mission, provides equal employment opportunity, and does not discriminate against any employee or applicant for employment because of race, color, national origin, disability, ancestry, citizenship, religion, age, gender, sexual orientation or any other characteristic protected by law.

The Greene Towne Montessori School Auxiliary Assistant provides classroom support, particularly around helping children with transitions moving through the building, up and down the stairs, and walking to outdoor playspaces in the school's neighborhood. The Auxiliary Assistant reports to the Head of School, Montessori Director/Dean of Faculty, Administrative Assistants or Coordinator/Lead Teacher as assigned. This position requires flexibility and a broad range of skills, with energetic adaptability to changing needs each day.

Contact Name: Sarah Sweeney-Denham, Head of School
311 N 19th Street
Philadelphia, PA 19103
email: ssweeneydenham@gtms.org
web: www.gtms.org

- Qualifications: Early Childhood teaching experience is required. Greene Towne Montessori School is seeking individuals that have a love for children, possess a growth-mindset, are organized self-starters, and are flexible and sensitive to the needs that arise in the life of an active school.
- Benefits: Competitive compensation. Health, dental & vision insurance for full-time employees. Retirement plan and term life. Regular professional development in areas including Montessori methodology, diversity equity and inclusion work, and communication skills.
- Community: Greene Towne Montessori School, located in Center City Philadelphia, is dedicated to providing a stimulating learning environment for children ages 18 months through 6 years, consistent with the values and principles developed by Maria Montessori. It is our mission to develop each child's full human potential--emotionally, academically, and socially--and to foster a life-long love of learning. Our programs aim to meet the diverse needs of the children and families we serve. Our urban location allows us to take advantage of Philadelphia's cultural and educational opportunities.
- To apply: Email letter of interest, resume, and contact information for three professional references, to ssweeneydenham@gtms.org.
- Deadline: 11/30/21. Position start date: ASAP. Applications for these two openings will be reviewed as they are received.