



2023-2024 Office Manager Position

Sophia Montessori Academy

Send forth your wisdom from your holy heavens and from your glorious throne dispatch her that she may be with me and work with me, that I may know what is pleasing to you. Wisdom 9:10

Sophia Montessori Academy is looking for an Office Manager to be an integral part in implementing our vision and mission through high quality administrative management and communication in support of our director, families, students, and staff.

We are a Montessori school founded upon the Byzantine Catholic tradition currently located near the John Paul II Center and Wash Park area (2626 E. Louisiana Ave, Denver CO 80210) and moving to a new location (320 S. Sherman St, Denver CO 80209) over the summer for the 2023-2024 school year.

Vision

Sophia Montessori Academy is dedicated to offering children an outstanding education where they can discover the wonder of God through the Byzantine Catholic faith, where they have the opportunity to acquire a strong love for learning, and where they can grow to their full potential through academic excellence and service using the Montessori Method of education.

Mission

Sophia Montessori Academy, is dedicated to serving children preschool through high school and families by inspiring a deep love of the Faith, to assist them in becoming problem solvers, critical thinkers, and fearless leaders. This is accomplished through a rigorous academic, classically-based curriculum following Dr. Montessori's method of education. Our mission is to bring the children into relationship with Christ through a way of life based in Truth, Beauty, and Goodness as we lead them to their full God-given potential.

Our approach is founded on the reality of Christ as the Good Shepherd. Religious education is fostered specifically through the Catechesis of the Good Shepherd and supported through Divine Liturgy and daily prayer.

Job Description

- Joyfully live and share our Catholic faith with our students, families, and staff
- Have a love and understanding for Montessori Education
- Collaborate with the director in:
 - Marketing and event planning
 - Enrollment strategies
 - Organizing expansion efforts and the opening of a second primary classroom
 - Ensuring that licensing standards and regulations and correct ratios are followed at all times
 - Taking on additional administrative responsibilities as needed
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- Supporting staff with:
 - Ordering supplies as needed for the classrooms
 - Managing days off and finding substitutes
 - Maintaining records and PDIS
 - Day to day needs
- Administrative tasks and duties, including but not limited to:

- Managing enrollment
- Managing school communications & mail
- Conducting tours
- Answering the phone
- Maintaining student files & attendance records
- Maintaining a presence in the school office
- Learn about Montessori education, Positive Discipline, and best practices in order to best support the vision and mission of SMA
- Become familiar with SMA Handbook, procedures, policies, and licensing regulations
- Participate in professional development, staff meetings, and all school events
- Communicate with CDE and Licensing specialists as needed
- Act as the school liaison for the annual gala

Qualities Needed

- A profound respect for the teachings of the Catholic faith in all aspects of social, spiritual, and personal life. To live in public accordance with the Magisterium and Tradition of the Catholic faith as defined in the Catechism of the Catholic Church.
 - Openness to learning about and teaching Byzantine Catholic traditions
- Passion for excellent and authentic Montessori education and a desire to learn and grow as a “Saint, Scientist, Servant” and a spirit of humility and charity
- Team spirit and collaborative planning with other team members particularly through expansion efforts
- Ability to voice thoughts, concerns, plans, and ideas within the team in a spirit of collaboration and mutual respect
- Being firm, gentle, and consistent with the children following Montessori’s approach to discipline
- Help maintain clear and appropriate boundaries and smooth transitions
- Flexibility in day-to-day plans and activities
- Professional demeanor and discretion with staff, with parents, and the wider community during and outside of school hours
- A striving for excellence in oneself, being compassionate and forgiving of others, and sharing a love for bringing children into relationship with the Lord as He has revealed himself in the image of the Good Shepherd.

Requirements and Qualifications

- Bachelor’s Degree
 - At minimum Associate's Degree
- Proficiency with Google Docs, Excel, Word, ZOOM, Quickbooks, social media, and other tools
- Learn and become proficient with ProCare, Wix, and other necessary platforms
- Thorough familiarity with Colorado Rules and Regulations and Licensing Requirement for Large Child Care Centers
- Proficiency with the New Colorado Shines Professional Development Information System (PDIS)
- Completing a Criminal Background Check and Child Abuse and Neglect Records Check
- First Aid, CPR, Universal Precautions
- Virtus Safe Environment Training
- Completing other required trainings such as FEMA, Concussion Prevention, and others

Hours and Compensation

- 8:00am-4:30pm
- Year-round with 2 weeks off during the summer months
- Compensation based on experience and qualifications
- Time off subject to coverage by a qualified staff member

- Benefits: \$67.50 per month toward Christian HealthCare Ministries, (Silver Level) or other Healthcare Sharing plan. (This is subject to upgrade and change)

CONTACT

Pauline Meert- *Director*

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