



Job Posting: Enrollment Secretary

Job Posted 2017-05-13 Interviews Begin 2017-05-20

Free Horizon Montessori

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FreeHorizonMontessori.org

*Montessori for the 21st
Century: A Place to Learn,
A Place to Belong.*

Mission:

Through the Montessori philosophy, we inspire every child to learn and grow in a collaborative, peaceful, and safe environment.

Vision:

We seek to transform our community by developing students who pursue their full potential, understand their global responsibilities, and respect others, self, and the environment.



Who We Are & What We Value:

Free Horizon Montessori, a public charter school serving children in preschool through 8th grade, is a richly diverse community nestled in the foothills of Golden, Colorado. We are a growing school with more than 410 students and a strong, supportive parent body and passionate, committed faculty. At Free Horizon Montessori, we value educators who ignite passion, spark curiosity, and inspire children as they learn and grow into responsible global citizens. We are dedicated to supporting students in developing into independent, respectful, and responsible leaders and learners. We view education as a partnership between the student, family, school, and community and seek professionals willing to invest in our pursuit of excellence. Our faculty enjoys a shared leadership model wherein all staff members are encouraged to contribute ideas and incite positive change. Does this strike a chord in you? If you embrace life-long learning, demonstrate maturity, and engage in a collaborative approach to education, we invite you to apply.

Core Qualifications for Administrative Positions:

Our administration works as a cohesive team in assuring smooth daily operations of the school, fulfilling requirements or charter agreement, and providing educational opportunities that are aligned with our Mission, Vision, and Values. Our administrative team utilizes systems theory and servant leadership principles, allowing each individual member to contribute in vital, meaningful ways to the success of the school. We seek friendly, passionate, dedicated people who believe in the Montessori Method in the public sector to join us. In addition to these core requirements, we seek someone with the following: demonstrated high-level administrative, organizational, and management skills; exemplary oral, written and interpersonal communication skills; experience working with children and adults, educational setting preferred; understanding of or experience with Montessori education highly desired.

Position Description:

Enrollment Secretary (Full Time with Benefits, Starting July 20th) Free Horizon Montessori seeks a high-caliber administrative professional to serve as our Enrollment Secretary. This person must possess impeccable oral and written communication skills, strong work ethic, and the utmost discretion in maintaining confidentiality. We seek someone who can manage frequent interruptions and changing demands of our fast-paced office environment with grace and a smile and demonstrates accomplished organizational proficiency in prioritizing work in order to serve all stakeholders while still meeting deadlines. Our Enrollment, Records & Primary Director must demonstrate proficiency in the Microsoft Office Suite, Google Docs, and be confident in learning the district's student database and other records systems. Responsibilities include coordinating tours for prospective families, handling the entire student enrollment process, creating and maintaining student records, overseeing the annual official student count process, serving as our middle school scheduler and registrar. In addition, this person serves as a back-up health office aide, provides back-up coverage of the front desk, doors, and phones, and supports students and staff as needed. Our ideal candidate brings educational administrative experience and is equally confident communicating and working with adults and children. We are seeking someone who understands the importance of these responsibilities while serving in a friendly, supportive, and compassionate way within our team-oriented environment. If this sounds like you, we invite you to apply.

Compensation & Application Process:

Free Horizon Montessori offers a comprehensive compensation package including competitive salary, PERA retirement contribution, contribution toward health, dental, and vision insurance, paid leave time, professional development support, and more. It also offers the opportunity to be an integral part of a caring, community committed to supporting individual growth for students and staff alike. Qualified and interested candidates should upload a letter of interest and resume and complete our online application via AppliTrack at www.applitrack.com/freehorizon/onlineapp/.

Free Horizon Montessori affirms that no person shall, on the basis of race, creed, color, age, national origin, religion, gender identity, disability, marital status, sexual orientation or veteran status be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity, including, but not limited to, employment or enrollment. Sexual orientation is a person's orientation toward heterosexuality, homosexuality, bisexuality, or transgender status or perception of the individual's sexual orientation.