



# Prairie Rose Montessori School

6203 Chancellor Dr, Cedar Falls, IA 50613/ website: prairierosemontessorischool.com

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## Office Assistant - Prairie Rose Montessori

**Position Title:** Office Assistant

**Reports To:** School Director / Head of School

**Employment Type:** Part time with potential for Full time

**Start Date:** August 1, 2025

### 1. Position Overview

Provide warm, professional, and efficient administrative support to our Montessori preschool community, welcoming families, managing communications, and ensuring smooth front-office operations.

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#### Mission Statement for

#### Prairie Rose Montessori School, LLC

*I firmly believe that the spirit/psyche of a child in all its aspects is our first priority. All children need affirmation to have a positive self-image so they may know that they are loved and safe and their opinion matters. My mission is to teach children in an environment of love, security, understanding and consistency. Where children can learn to think for themselves, how to solve problems in original creative ways and to succeed in a spirit of cooperation rather than competition. Where they can learn at their own pace, learn from their teachers, the environment and from the other students. The children will be taught to respect the rights of others and to appreciate the contributions of all life. I hope for each student to learn about the five areas of Montessori education: Practical Life, Sensorial, Math, Language, and Science/Arts/Culture in a happy, joyous way! I will strive to educate both the families and the children in learning the "Montessori Way".*

- **Miss Gretchen (Director/Lead Teacher)**

Prairie Rose Montessori does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity) in regards to both students and staff.



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## 2. Key Responsibilities

### Administrative & Reception

- Greet families, visitors, and staff with a friendly, Montessori-centered approach.
- Answer phone calls, emails, and correspondence.
- Manage school calendars, schedule appointments and tours.
- Help arrange and run fundraisers and school events.

### Enrollment & Recordkeeping

- Maintain accurate student and staff records (attendance, enrollment, emergency info).
- Assist with enrollment processes and file/document organization (digital and hardcopy).

### Financial & Office Logistics

- Support billing, tuition tracking, and coordinate with our accountant.
  - Order/administer classroom, office, and cleaning supplies; manage mail and deliveries.
  - Assist with basic bookkeeping tasks (expense logs, invoices, deposits).
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### Parent & Staff Communication

- Distribute newsletters, notifications, and emergency communications.
  - Coordinate parent inquiries and serve as liaison with teaching staff.
  - Keep up with the School Facebook account and add photos on Brightwheel.
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## **Health, Safety & Office Maintenance**

- Keep emergency contact and allergy logs current.
  - Maintain visitor sign-ins and security protocols.
  - Assist in maintaining a clean, welcoming, and child-safe office space.
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## **3. Qualifications**

- High school diploma required; Associate's/Bachelor's preferred.
  - 1–2 years of experience in administrative or school settings. Montessori experience is a plus.
  - Strong written and oral communication skills.
  - Proficient with Google Workspace and office equipment.
  - Organized, detail-oriented, multitask-savvy, and calm under pressure.
  - CPR/First Aid certification preferred or able to obtain after hire.
  - Warm, professional demeanor and passion for early childhood education.
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## **4. Work Environment & Schedule**

- On-site in a child-focused preschool office.
  - Interaction with children, parents, and staff.
  - Tasks may include sitting, standing, light lifting, event support.
  - Year round schedule with flexibility to support occasional extended hours or events.
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## 5. Compensation & Benefits

- Working in a positive, non-toxic work environment that supports all staff members, working together as a team.
  - Hourly wage or salary: Depending on qualifications - \$18-\$22/hr
  - Benefits: Paid Holidays and PTO
  - Professional development opportunities aligned with Montessori philosophy.
  - We run year round, time off during the summer can be arranged.
  - We would love to have you take the CCR&R classes so you could be a classroom sub as needed.
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## 6. How to Apply

Please submit your resume and cover letter to: [director.prairierosemontessori@gmail.com](mailto:director.prairierosemontessori@gmail.com)  
"Subject: Office Assistant Application – [Your Name]"