

# ST. GEORGE'S INDEPENDENT SCHOOL

## **Assistant to the Lower School Director of Early Childhood Learning**

Germantown Campus (8250 Poplar Avenue, Germantown, TN 38138)

St. George's Independent School seeks a passionate, entrepreneurial, and hard-working individual who is energized by work with families to serve as the Assistant to the Director of Early Childhood Learning, beginning March 2018. St. George's Independent School welcomes applications from persons of any race, color, creed, nationality, or ethnic origin.

**Type: Salary**

**Duration: Annual Letter of Agreement**

**Minimum Education: Bachelor's degree required**

The successful candidate will possess skills and experience that would include the ability to:

- interface with students, parents, teachers, and administrators with warmth and intelligence
- create and maintain organized and efficient systems of record keeping and communications for the Lower School Director of Early Childhood Learning, Early Childhood Division, and Little Georgies Admission
- arrange and conduct tours and special events
- maintain a high degree of confidentiality
- utilize Word, Excel, Power Point, and Google Docs with proficiency
- make use of database software including data entry and running reports
- interface with the Department of Education; maintain DOE documentation
- assist in teacher interviews and hiring
- arrange for substitute teachers, and oversee student health concerns
- support school receptions/events including set-up and take-down
- review and edit a variety of written communications

**Physical Requirements:** Regularly sit, turn, bend, reach, walk, talk, hear, and interact with campus visitors as well as others who telephone. Must have the ability to understand and present materials and communicate with constituents and co-workers in a harmonious manner.

Candidates will embrace the school's mission and educational philosophy; candidates must be willing to work in a team environment and be positive, inspirational, and family-centered.

To apply, please send a cover letter and resume to Tracy Forbes, Assistant to the Campus Director, at [tforbes@sgis.org](mailto:tforbes@sgis.org) or 8250 Poplar Avenue, Germantown, TN 38138.