



Positions Open at Miramonte:



Secretary: (Mon – Fri, starts at 7:30 am, 35 – 40 hours a week)

Reception; communication via telephone, email, Google drive, correspondence; organize documents, files, etc.; create documents, spreadsheets, presentations; Skills needed: customer service; communication; organization; small office applications, Google suite.



After School Care Director: (Mon–Thurs, 2:30 – 6:00pm; Fri, 2:30 – 5:00 pm)

Supervise students after school; communicate with parents and staff;
Skills needed: supervising children, classroom management; customer service; communication; organization.



PE Teacher or PE Instructional Aide: (Mon-Thurs, 4 hrs/day; 16 hrs/wk)

Teach physical education classes to the grade levels (K-8) in conjunction with classroom teachers, maintain PE closet, equipment; Skills needed: classroom management; understanding of physical education and teaching children; communication; organization.

Applicants will submit resumés and references to the Miramonte office by July 3, or email them to principal@miramonteschool.org.