



**Program Administrator  
Elementary School Full-time Position beginning immediately (negotiable)**

**PS1 Pluralistic School**

1225 Broadway Santa Monica, CA 90404

[www.psone.org](http://www.psone.org) 310-394-1313 FAX 310-395-1093

PS1 Pluralistic School is a small (220 students), independent, non-profit, non-graded, elementary school located in the heart of Santa Monica. Established in 1971, PS1 is founded on the belief that a community is enriched when individual differences are respected, honored, and welcomed. We believe an elementary school's job is to uncover the genius within each child to help them become contributing members of their school, their community, and society. We seek a dynamic individual with extensive experience in elementary education at both a teacher and administrative level. This is a year round position.

Major duties and responsibilities include the following:

- Being a management level support person to their supervisor, the Assistant Head for Teaching and Learning, in all aspects of school operation
- Overseeing the logistics of, and being the administrative staff liaison to, PS1's Extra Curricular and Co-Curricular Programs
- Supporting student services including standardized testing, outside testing and professional services, assuring the smooth operation of these programs among teachers, parents, and off-site people and organizations
- Serving as coordinator of new and ongoing connections with outside organizations
- Leading initial efforts in the hiring process and arranging schedules for visits and interviews
- Working with Facilities Director and Director of Finance Operations to help assure safety of all people on campus through programs, scheduling, and equipment and updating policies as necessary.
- Ordering, receiving, and issuing supplies and equipment and maintaining vendor records in coordination with Senior Administrative Staff
- Coordinating class field trips and professional development opportunities for staff and faculty
- Assisting, along with all other staff and faculty, the supervision of children during their lunch and recess periods and serving on periodic gate duties
- With guidance and direction provided by the Assistant Head for Teaching and Learning, being a strong active presence in all classrooms and yards when called upon as an observer, a supporter, a teacher, a facilitator, and a co-worker
- Encouraging and supporting all classroom teachers, specialist, and child care workers in their pursuit of excellence in education while fostering their own unique lens and passions.

The position requires a team player with excellent communication and leadership skills, prior experience in office management and school administration, and knowledge of, and personal preference for, principles of progressive education. In addition, multi-tasking and time management capabilities along with strong writing, verbal, and computer skills are essential. Salary and benefits are competitive. EOE. For more details about PS1, visit our website at [www.psone.org](http://www.psone.org).

**PS1 PLURALISTIC SCHOOL MISSION STATEMENT**

PS1 Pluralistic School is a diverse community committed to an ever-evolving model of pluralistic elementary education. On a path to self-knowledge, students engage and become the best versions of themselves. They develop critical academic and interpersonal skills to be confident and passionate contributors to an increasingly connected world.

Please send your resume and a short description of your ideal school along with completed application and reference forms (available on our website) to the above address or email to [employment@psone.org](mailto:employment@psone.org) or FAX to 310-395-1093.