

## **ANNOUNCING TWO FULL-TIME STAFF POSITIONS BEGINNING FALL 2020 OR SOONER**

The Circle School seeks two full-time staff people for the 2020-2021 school year, to work with students ages 4-19 in its self-directed democratic program. A bachelor's degree in any field is required, though candidates with non-teaching backgrounds are encouraged to apply. If hired, candidates will be expected to obtain one or more Pennsylvania teaching certificates (paid by the school).

The Circle School is an equal opportunity employer. We do not discriminate in employment, recruitment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

APPLICATION DEADLINE: FRIDAY, MARCH 27, 2020

### **Program Staff Person (Full-Time, 2020-21 School Year or sooner)**

**PLEASE NOTE:** This position is NOT a traditional teaching position, though possession of or willingness to obtain teaching credentials is required.

Staff people at The Circle School act as dependable stewards of the school; facilitate student access to resources; exemplify mature practice of personal fulfillment and societal engagement; and anchor school culture to values of interpersonal respect and trust in the natural impulse toward personal growth.

Staff people at The Circle School are not expected to create activities for students to pursue and do not have the authority to unilaterally establish or enforce rules. Being a successful staff person at The Circle School requires an ability to honor the choices of others even when those choices are not those you would make, and an ability to trust in the school's peer-based judicial system to adequately resolve rule infractions. Staff people at The Circle School ARE available as facilitators and friends as students pursue their own interests, but attempt to forward student interests only at the explicit request of the student.

Most work hours will fall within the school's normal hours of operation (8am-4pm), but a willingness to work additional hours on an as-needed basis for individual projects, staff and committee meetings, public relations and community events, and more, is required.

Full-time school-year positions are salaried, starting in the range of \$31,162 to \$38,085 for entry level staff. Healthcare insurance is paid by the school, with family coverage available mostly at employee expense. Short-term and long-term disability insurances are paid by payroll deduction (approximately \$28 per month). The school calendar provides about 24 to 30 weekdays off during the school year. In addition, 15 days of Urgent Leave is provided (five days at full pay and ten days at reduced pay). Employees' children may qualify for extra financial aid, depending on household income.

### **Required Qualifications**

- Belief in the natural impulse of children (and adults!) to strive for personal growth; commitment to one's own personal growth
- Must be extremely reliable, punctual, and safety-conscious
- Must possess high levels of professionalism, personal maturity, adaptability, and authenticity
- Excellent communication and literacy skills, including abilities to express thoughts in writing, tailor communication levels for different age groups and developmental levels, and interact effectively with children and adults from a wide variety of backgrounds
- Be an interested, interesting, engaged, and passionate person
- Strong self-management skills, including high levels of initiative and ability to authentically and effectively prioritize, including the ability to decline requests from children when appropriate

- Ability to maintain confidentiality of student and family data, as well as to keep a constant eye out for the protection of student privacy in less formal ways
- Ability to pass required background checks
- General ability to physically participate in the school's program, including the ability to navigate stairs and outdoor terrain, including steep hills
- Possession of a bachelor's degree in any field (to facilitate timely acquisition of one or more teaching certificates if not already possessed, which could require coursework, usually paid by the school)

Sound interesting? Visit <http://circleschool.org/contact/employment/how-to-apply-for-employment/>.

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**NOTE:** Because hiring decisions at The Circle School are made democratically by students and staff together, your employment application and all materials and information you submit may be circulated widely in the school community.

**Office/Program Staff Person (Full-Time, 2020-2021 School Year, starting June 2020 or sooner)**

The Circle School seeks a staff person with a combination of office management skills and the ability to be in community with children. As a combination of office and program staff, you will divide your time between office work and being with students. A successful candidate will fill a variety of roles that fit their skill sets and interests, and contribute both to effective business and thriving community.

Office responsibilities will include front desk reception (greeting visitors and answering the phone), data entry, bookkeeping, responding to information requests, scheduling appointments, preparing bank deposits, maintaining student files, technology and network maintenance, social media management, and more.

Time with students will take advantage of other skills and personal talents and interests, involving collaboration with staff and students on committee work, daily tasks, and ongoing projects, and responding to *ad hoc* needs.

Most work hours will fall within the school's normal hours of operation (8am-4pm), but a willingness to work additional hours on an as-needed basis for individual projects, staff and committee meetings, public relations and community events, and more, is required.

Full-time school-year positions are salaried, starting in the range of \$31,162 to \$38,085 for entry level, with full-year salary of up to around \$42,000 dependent on flexible summer schedule. Healthcare insurance is paid by the school, with family coverage available mostly at employee expense. Short-term and long-term disability insurances are paid by payroll deduction (approximately \$28 per month). The school calendar provides about 24 to 30 weekdays off during the school year. In addition, 15 days of Urgent Leave is provided (five days at full pay and ten days at reduced pay). Employees' children may qualify for extra financial aid, depending on household income.

**Required Qualifications**

- Fluency in office management software (QuickBooks, Microsoft Office, Adobe Creative Suite, etc.)
- Must possess high levels of professionalism, personal maturity, and adaptability
- High level of attention to detail, and the ability to learn office procedures on the fly and independently
- Professional phone communication skills
- Exemplary communication and literacy skills
- Strong self-management skills, including high levels of initiative and ability to authentically and effectively prioritize, including the ability to decline requests from children when appropriate
- Extremely reliable, punctual, and safety-conscious
- Ability to maintain confidentiality of student and family data, as well as to keep a constant eye out for the protection of student privacy in less formal ways
- Ability to interact effectively with children and adults from a wide variety of backgrounds

- Be an interested, interesting, engaged, authentic, and passionate person
- Belief in the natural impulse of children (and adults!) to strive for personal growth; commitment to one's own personal growth
- General ability to physically participate in the school's program, including the ability to navigate stairs and outdoor terrain, including steep hills
- Ability to pass required background checks
- Possession of a bachelor's degree in any field (to facilitate timely acquisition of one or more teaching certificates if not already possessed, which could require coursework, usually paid by the school)

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