

Administrative Partner



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Linden Tree Montessori School in Columbus, Ohio seeks an Administrative Partner to support our classroom community.

Who We Are

Linden Tree is a PreK-2nd grade school (adding a grade each year, up to 8th) serving children ages 3-9 in Columbus, Ohio. Linden Tree will open in Fall 2026 and serve around 40 children. We are a tuition-free Montessori school for Kindergarten and up, and tiered tuition for PreK. Our mission is to provide a tuition-free Montessori education that empowers every child through an accessible, high-quality, holistic and equitable learning environment. We are committed to fostering strong community and family partnerships, celebrating diversity and nurturing a lifelong love of learning.

Our Network

Linden Tree Montessori School is part of [Wildflower Schools](#), a network of 1-2 room, teacher-led, authentic Montessori learning environments serving children from infancy through high school. The Wildflower model combines time-tested Montessori methods with promising new practices in family partnership, teacher empowerment, and intentional diversity. At Wildflower, we believe that embracing equity is an essential part of our work. We are committed to deeply engaging in what Maria Montessori called "the preparation of self" as it pertains to understanding our implicit biases, blind spots, and prejudices.

How We Work

The Wildflower network is decentralized and nonhierarchical, rooted deeply in our values of Connectedness and Growth; our norms of Anti-Bias Anti-Racist and Unity, Autonomy with Support, and Awareness and Compassion; and our [purpose and principles](#) that guide our schools' design.

Your Role

The Administrative Partner is a key member of the school's small administrative team, providing the organizational backbone that allows Linden Tree's classrooms to run smoothly and the school to grow responsibly. This is a hybrid role: the Administrative Partner manages front-office operations, supports enrollment and community-growth efforts that are central to the school's strategic plan, and serves as a floater in classrooms — stepping in to support children directly so that lead teachers can take breaks, attend to individual students, and maintain ratio compliance throughout the day.

Administrative and Office Operations

- Serve as the first point of contact for families, visitors, and vendors in person and by phone/email.
- Maintain accurate student records, enrollment files, attendance data, and licensing documentation in compliance with the Ohio Department of Education.

- Process incoming mail, supply orders, and invoices in coordination with Teacher Leaders.
- Coordinate scheduling for school tours, family conferences, staff meetings, and school-wide events.
- Hold day-to-day operational projects in coordination with teacher-leaders, particularly while the school builds out additional administrative capacity.
- Track project timelines and deliverables across administrative, enrollment, and site-development work, flagging risks or delays to school leadership.
- Help establish and document repeatable administrative processes as the school grows.
- Help maintain relationships with the school and calendars.

School Growth and Community Development

- Support the school's grade-by-grade expansion plan by tracking enrollment pipeline data and waitlist management as the school grows from PreK–2nd toward PreK–8th.
- Assist with outreach to prospective families, including responding to inquiries, scheduling tours, and following up through the enrollment funnel.
- Help plan and staff community outreach events, open houses, and recruitment activities aimed at increasing enrollment and community awareness.
- Maintain and update enrollment and outreach metrics, and prepare summary reports that document growth activity for school leadership and funders.
- Support grant and funding administration by helping collect documentation, data, and narrative input related to school growth initiatives, in coordination with the Head of School and any grant writer or consultant.
- Contribute to marketing and communications efforts (newsletters, social media updates, website content) that support family recruitment and retention.
- Assist with daily tasks in support of the charter and work with charter sponsor.

Classroom Floater Support

- Serve as a floater across classrooms, providing in-classroom coverage so lead teachers and assistants can take required breaks.
- Walk children to bathrooms as needed.
- Support transitions between activities, arrival/dismissal, and outdoor times.
- Step in temporarily to maintain required adult-to-child ratios during staff breaks, illness, or short-term absences.
- Reinforce classroom routines and Montessori practices consistently with each classroom's lead teacher.
- Maintain awareness of each child's individual needs (allergies, IEP/504 accommodations, comfort items) when providing floater coverage.

Experience

- Associate's or bachelor's degree or equivalent experience.
- Experience in an office, school, or early childhood setting.
- Office management skills.
- Experience working with charter schools preferred.
- Comfort working directly with children preferred.
- Strong organizational skills and ability to manage multiple priorities, from data entry to classroom coverage, in the same day.

- Excellent written and verbal communication skills for engaging prospective families and the community.
- Proficiency with standard office and communication software (e.g., Google Workspace, Microsoft Office).
- Ability to pass required background checks (BCI/FBI) and meet Ohio licensing requirements for staff working with children.
- Pediatric First Aid/CPR certification, or willingness to obtain within 30 days of hire.
- Knowledge of Conscious Discipline practices.
- Alignment with Montessori philosophy and Linden Tree's mission of accessible, equitable education is a strong plus.

Mindset

- **Committed to Equity:** You are eager to expand access to quality early education for racially and socioeconomically diverse communities; you are ready to engage in anti-bias, anti-racist self-work and community-work
- **Generous:** You live with kindness, practice gratitude and lead with love. You seek advice openly and are comfortable working in a non-hierarchical organization.
- **Growth Oriented:** You are eager to stretch beyond your current experience, to develop new skills and expertise, and to more fully explore your purpose and potential.

Hours and Benefits

This is a full-time position. Linden Tree Montessori offers Health Reimbursement Arrangement benefits, opportunities for ongoing professional development, pathways and resources towards Montessori training in connection to the wider Wildflower community and supports.

Salary: **\$65-70k annually** and is commensurate with experience.

Physical Requirements

The role requires the ability to move around the classroom and outdoor areas, engage with students at their level (including sitting on the floor and getting up frequently), and lift materials up to 30 pounds.

Learn More

Send your resume and cover letter to info@lindentreeschool.org.

Linden Tree Montessori does not discriminate on the basis of race, color, national or ethnic origin, creed, religion, sex or gender, disability, age, marital status, sexual orientation, status with regard to public assistance, or in any other way based on personal identity markers that do not relate to the capacity of an individual person to carry out the responsibilities of a role.