WANTED! An Exceptional Remote Montessori Professional Administrator!

Montessori Thrive | Full-Time | Remote | $1,500 USD/Month

Are you the kind of person who loves bringing order to chaos, keeping projects moving, and making life easier for the people you support? Do you believe Montessori school leaders should spend more time leading their schools and less time buried in administrative work?

If so, we want to meet you!

When you apply, please make sure the subject line is: “I actually read the instructions”

Who We Are

At Montessori Thrive, we believe school leaders should have the time, resources, and support they need to focus on what matters most: their students, staff, families, and school communities.

We partner with Montessori schools to strengthen their operations, simplify administrative processes, support enrollment, and create the capacity school leaders need to lead effectively.

Our fully remote team works alongside Montessori schools across the United States and the world, providing administrative, operational, enrollment, marketing, and technology support.

We're a growing organization of passionate problem-solvers, collaborators, and lifelong learners who believe that when Montessori schools thrive, their communities thrive.

Learn more about us at

What We're Looking For

We're looking for a Montessori Professional Administrator (PA) who is organized, resourceful, detail-oriented, and passionate about supporting Montessori school communities.

This is a full-time, remote position supporting Montessori school leaders with the administrative responsibilities that often consume their days.

Our Professional Administrators are more than virtual assistants. They are trusted administrative partners who help school leaders stay organized, maintain systems, coordinate projects, and ensure important work doesn't fall through the cracks.

You'll work directly with school leaders while being supported and managed by the Montessori Thrive team.

The right person doesn't just wait for a task list. They anticipate needs, identify what's missing, follow through on commitments, and know when to ask questions or escalate concerns.

You don't need to have all the answers. But you do need to be someone who takes initiative, communicates clearly, learns quickly, and takes pride in doing things well.

Job Description

Key Responsibilities

- Administrative Execution: Complete assigned administrative tasks, prepare documents, maintain records, update systems, and support day-to-day school operations.
- Project Coordination: Organize projects, manage administrative timelines, coordinate with school staff and vendors, and ensure assigned work moves forward.
- Task Management & Follow-Through: Maintain task lists, track deadlines, follow up on outstanding items, and proactively identify responsibilities that need attention.
- School Communications: Draft and coordinate approved communications with families, staff, and other stakeholders while maintaining professionalism and confidentiality.

- Enrollment & Operational Support: Assist with approved enrollment workflows, administrative records, scheduling, documentation, and recurring school processes.
- Resource Coordination: Connect school leaders with relevant Montessori Thrive resources, specialists, templates, and support when additional expertise is needed.
- Daily Reporting: Provide clear end-of-day updates outlining completed work, outstanding tasks, challenges, and upcoming priorities.
- Problem Identification & Escalation: Recognize issues, communicate potential solutions, and involve the appropriate school leader or Montessori Thrive team member when decisions or specialized support are needed.

Qualifications, Skills & Experience

- Experience in Montessori education, school administration, or educational operations is strongly preferred but not required.
- Strong organizational skills and the ability to manage multiple responsibilities and deadlines.
- Excellent written and verbal English communication skills.
- Exceptional attention to detail and a commitment to accuracy.
- Ability to work independently, prioritize responsibilities, and follow through without constant supervision.
- Confidence communicating professionally with school leaders, staff, and families.
- Strong problem-solving skills and the judgment to recognize when clarification or escalation is necessary.
- Comfort using digital tools, administrative systems, spreadsheets, and project management platforms.
- Willingness to learn new technology, including CRM systems, AI tools, and Montessori Thrive's internal processes.
- Ability to handle confidential student, family, staff, and school information responsibly.
- A proactive, adaptable mindset and genuine enthusiasm for supporting Montessori school communities.

While Montessori experience is a significant advantage, we welcome exceptional administrative professionals who are eager to learn and support Montessori education.

Salary & Growth Opportunities

Starting Compensation: $1,500 USD per month

Position Type: Full-time, remote

Working Hours: Typically aligned with U.S. Central Time business hours to support Montessori schools during their operating day.

Professional Administrators receive training in Montessori Thrive's systems, processes, service standards, and administrative workflows before assuming their full assigned responsibilities.

As you develop proficiency and confidence, you may be assigned additional school responsibilities based on your experience, performance, and available capacity.

Performance is evaluated based on:

- Accuracy and quality of completed work.
- Consistent follow-through on assigned responsibilities and deadlines.
- Proactive communication and reliable daily reporting.
- Organization and maintenance of administrative systems.
- Initiative, sound judgment, and appropriate escalation.
- Professionalism, confidentiality, and adherence to established processes.

Growth Opportunities

As Montessori Thrive continues to grow, we are committed to developing talented team members and creating opportunities for increased responsibility.

Successful Professional Administrators may have opportunities to mentor new team members, support internal process improvements, take on more complex administrative assignments, or pursue leadership opportunities within our growing organization.

Successful Professional Administrator Personality Profile

The people who thrive in this role tend to be natural organizers, thoughtful communicators, and dependable problem-solvers.

They genuinely enjoy helping others succeed and find satisfaction in knowing that important work is being handled accurately and consistently.

You might be a great fit if:

- You love checking things off a list, but you're also thinking three steps ahead.
- You notice small details that other people miss.
- You don't need someone reminding you to follow up.
- You enjoy turning complicated or disorganized processes into clear, manageable steps.
- You're comfortable asking questions rather than making assumptions.
- You can manage competing priorities without becoming overwhelmed.
- You take ownership of your work and communicate early when something isn't going as planned.
- You enjoy learning new systems and finding better ways to work.
- You care about the people you support and take pride in making their jobs easier.

Important personality traits: Organized, proactive, dependable, adaptable, resourceful, detail-oriented, and service-minded.

What energizes you: Creating order, solving administrative challenges, completing meaningful work, learning new skills, building relationships, and helping school communities succeed.

Make Sure You're Comfortable With

Remote Work: This is a fully remote position. You'll need a quiet, professional workspace, reliable high-speed internet, and the ability to work independently without in-person supervision.

U.S. Central Time Working Hours: This is a full-time position that typically follows U.S. Central Time business hours. You'll need to be available during your assigned schedule to communicate with school leaders, respond to requests, and coordinate with the Montessori Thrive team.

Working With School Leaders: You'll work closely with Montessori school leaders who are balancing many responsibilities. Priorities can change, requests may be time-sensitive, and clear communication is essential.

Multiple Systems & Technology: You'll work with a variety of administrative tools, CRM platforms, spreadsheets, and project management systems. You must be comfortable learning new technology and adapting to different school environments.

Daily Accountability: You'll be expected to maintain accurate task records, communicate progress proactively, and provide end-of-day reports on scheduled working days.

Taking Initiative Without Overstepping: We want someone who can independently organize and execute assigned work while recognizing that school leadership retains responsibility for decisions, strategy, and outcomes.

Following Established Processes: Montessori Thrive has defined systems, service boundaries, and professional standards. Creativity and initiative are encouraged, but consistency, confidentiality, and accountability are non-negotiable.

Our Values

At Montessori Thrive, how we work matters just as much as what we accomplish.

Service: We believe our work should make a meaningful difference in the lives of the school leaders, educators, and families we support.

Ownership: We take responsibility for our commitments, communicate openly, and follow through on what we say we'll do.

Collaboration: We work as a team, share knowledge, and recognize that the best solutions often come from working together.

Integrity: We communicate honestly, protect confidential information, acknowledge mistakes, and do what's right even when no one is watching.

Growth: We embrace learning, feedback, new technology, and opportunities to continuously improve our work.

To Apply

We're looking for candidates who are thoughtful, detail-oriented, and excited about the opportunity to support Montessori school communities.

Please submit the following:

1. Your Resume: Submit your current resume in PDF format.
2. Your Experience: Briefly describe your experience in Montessori education, school administration, or administrative support.
3. Your Motivation: Tell us why you're interested in becoming a Montessori Professional Administrator.
4. *Your answer to this question: if you were an animal, what animal would you be and why?*

Submissions should go to:

Let's Make a Difference Together!

Montessori school leaders have incredibly important work to do. Our job is to help make that work more manageable.

If you're someone who loves organization, values meaningful relationships, takes pride in reliable follow-through, and wants to be part of a team making a real difference in Montessori education, we'd love to hear from you.

Join Montessori Thrive and help us give school leaders more time to lead.