



Job Opening: Divisional Administrative Assistant 2026-27 School Year

St. Martin's-in-the-Field Episcopal School is an accredited, co-educational independent day school in Severna Park, MD, enrolling 240 students (Preschool-8th Grade). St. Martin's promotes a love of inquiry, a sustaining faith, a call to service, and a generous spirit open to new ideas. Our school encourages each individual to grow in Confidence, Compassion, and Character.

St. Martin's is seeking an enthusiastic and dedicated Divisional Administrative Assistant to join our team for the 2026-2027 school year. The ideal candidate will be energetic, flexible, and child-focused and will have a genuine interest in joining a small and collaborative school community and providing a positive learning experience for each student. This person would also embrace the families at the school and demonstrate a passion for helping children develop socially, emotionally, spiritually, and physically.

Position: Divisional Administrative Assistant

Location: St. Martin's-in-the-Field Episcopal School, Severna Park, MD

Start Date: August 24, 2026

Salary: 37,000-40,000

Key Responsibilities:

- Can work effectively in an environment with many interruptions, have exceptional interpersonal skills. Demonstrate integrity, confidentiality, and professionalism
- Ability to work with school based SIS systems for grades, attendance and family records.
- Maintain substitute list and help secure substitutes for teachers
- Student health assistant, may require Medication Tech Training
- Planning and prioritizing work to meet commitments aligned to organizational goals
- Assists in coordinating special events
- Organize, maintain and update files and records, both electronic and hard copy
- Assist with oversight of attendance records in FACTS SIS
- Assist with phone calls and messages
- Substitute teach, lunch/recess/ or carpool duties as necessary
- potential enrichment class instructor
- Prepare weekly electronic newsletter
- Assist with field trip logistics including permission forms and transportation

Qualifications:

- Knowledge of FACTS SIS or other school based SIS system
- College degree preferred
- Proven experience working with preschool-age children and/or school-age students in group settings.
- Ability to work collaboratively with other faculty, staff, and parents
- Previous independent school experience a plus

Physical Demands:

The position requires the ability to perform various physical tasks, including walking, climbing stairs, running, standing, bending, reaching, and the ability to lift up to 50 lbs. Candidates must be able to actively participate in all activities related to the role.



ST. MARTIN'S *-in-the-field* EPISCOPAL SCHOOL

How to Apply:

Interested candidates should submit a cover letter, resume, and three professional references to jwilder@stmartinsmd.org. For more information about St. Martin's -in-the-Field Episcopal School and our programs, please visit <https://stmartinsmd.org/>.

More About St. Martin's

Mission Statement: We seek to inspire in students a love of inquiry, sustaining faith, and a generous spirit open to ideas, peoples of the world, and a call to service. At our Episcopal school, students discover who they are as learners, leaders, and friends. We create a welcoming community encouraging each individual to grow in **Confidence, Compassion and Character**, grounded in the knowledge that each is a child of God.

Statement of Inclusion: We seek to embrace and promote diversity among our students, faculty, administration and trustees. Our learning community recognizes and respects the diversity of modern society; we provide our students with opportunities to gain exposure to a multicultural curriculum that celebrates individual differences. All students are considered without regard to gender, race, sexual orientation, religion, and national or ethnic origin.

Employment Philosophy: St. Martin's-in-the-Field Episcopal School is an equal opportunity employer. The school does not discriminate on the basis of race, national or ethnic origin, religion, gender, disability, or sexual orientation in the administration of its education programs, admission policies, employment practices, financial aid programs, or any other school programs or activities. St. Martin's is committed to an equitable program and a diverse faculty and student body. We actively seek candidates from diverse backgrounds.

CONFIDENCE • COMPASSION • CHARACTER

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