



# JOB DESCRIPTION

## Administrative Coordinator (Leave Replacement)

**Status:** Non-Exempt, Full-Time, Temporary

**Reports To:** Senior Director of Operations

**Supervises:** None

**Dated:** January 2026

### Overview

Middle Way School (MWS), a progressive Buddhist day school founded in 2018, is a lab school pioneering a new model of education based on the best in education research and infused with the wealth of Buddhist wisdom traditions.

The Administrative Coordinator supports the day-to-day operations of the school and management of the administrative office. As the first point of contact for visitors to the school and for general inquiries, good people and communications skills are essential. The ideal candidate must be able to multitask, be at ease with technology, and have a keen attention to detail.

This position serves as a temporary leave replacement for Middle Way's Administrative Coordinator for the period March 23, 2026 through mid-August 2026.

MWS is an uplifted, dynamic, environment to work, with daily meditation and ample professional support. Dignity of labor is a key teaching at the school and all members of the community are treated with equal respect. Staff must have a deep appreciation of children and an interest in the Middle Way view.

### Responsibilities

- Greet parents, students, and visitors arriving at the Welcome Center.
- Answer phones and respond to basic questions from parents and the larger community that arrive via email and messaging apps.
- Escort students to and from the Welcome Center as needed and supervise students who come into the office. Provide supplies to teachers upon request (e.g. ice packs, utensils, etc).
- Monitor daily attendance, ensure daily records are up-to-date, and escalate chronic lateness and absenteeism to the Director of Student Affairs or Head of School per the comprehensive attendance policy.
- Coordinate afternoon student pick-up by tracking and communicating daily transportation plans. Work with Auxiliary Programs Coordinator to track aftercare and enrichment attendees.
- Coordinate the usage of meeting spaces on campus. Track meeting space requirements for therapists and learning support, and support space reservations for private meetings.

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- Maintain a welcoming, tidy, and well-organized environment in the Welcome Center. Monitor office and kitchen supply inventory and reorder as needed.
- Fulfill purchase requests from teachers and staff.
- Collect and sort mail and receive, log, and distribute packages to teachers.
- Work with Admissions and Enrollment Coordinator to uphold all policies and procedures related to health and safety. Call parents and make arrangements for transportation home as necessary.
- Stock emergency backpacks and first aid supplies.
- Support production of MWS materials, including narrative reports.
- Support the Head of School and other administrative directors with scheduling meetings.
- Support the facilitation of special events throughout the year.
- Provide classroom or lunch/recess coverage on occasion as needed.
- Other duties and responsibilities may be assigned from time to time as business needs require.

### Core Competencies

- Strong organizational skills
- High capacity for using systems; able to document procedures
- Detail-oriented; accurate and efficient
- Excellent command of written and spoken English. Ability to ensure that information flows are kept clear
- Adept with software to support the Business Office needs (e.g. Google Docs, Google Sheets, Microsoft Office, and other standard software programs); willing/able to learn new digital programs in areas such as database, networking and design etc
- Works harmoniously within a group
- Ability to both follow direction and work independently
- Comfort interacting with young children
- Passion for education and carrying out vision and mission of Middle Way

### Qualifications

- Bachelor's degree preferred
- 1-2 years experience in office operations required
- Certification in First Aid/CPR preferred

### Working Conditions and Other Requirements

- Subject to New York State background check
- Ability to position oneself to work with young children and remain in a stationary position for periods of time.
- May require moving items weighing up to 30 lbs. Some supports are available to assist with this.

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- Ability to observe details at close range and communicate information and ideas so others will understand. Must be able to exchange accurate information to ensure children's health and safety.
- Ability to occasionally work in outdoor weather conditions.

### Terms

- Non-exempt, full-time, temporary
- On-site at Middle Way School in Saugerties, NY for the entirety of the leave replacement period (March 23, 2026 through mid-August 2026)
- Schedule is M-F, 7:45 AM - 3:30 PM
- Hourly rate of \$21 to \$23, depending on experience

### How to Apply

Please send a cover letter explaining why you are interested in a position at Middle Way along with a resume to [careers@middlewayschool.org](mailto:careers@middlewayschool.org).

*We hire and enroll without discriminating against any identifying factor which may include race, age, national or ethnic origin, religion, sex, sexual orientation, gender identity, or socioeconomic background. We will make accessibility accommodations for individuals with disabilities to the fullest extent possible. As an institution and as individuals we recognize that we have the responsibility to actively change the power differences that perpetuate biases against historically underrepresented groups. Our inclusion efforts are a dynamic process. We welcome your experience and invite your input on how our school community can continue to evolve.*