Green Acres employees understand that at the heart of a great school lies genuine respect for each student and a curriculum that challenges students academically, ethically, and socially. We all understand that students need to become strong readers, writers, speakers, mathematicians, and scientists. We also believe that students must become independent thinkers capable of much more than rote memorization. Rather than simply demonstrating what they remember, our students show what they can do with information and how they can apply concepts to serve others. At Green Acres, children not only write, read, and compute. They also play, plant, design, act, build, sing, invent, explore, and perform community service. This approach contributes to their engagement and to the development of a genuine love for learning that our students carry with them throughout life. In turn, this love of learning contributes to their many accomplishments in and out of the classroom. Our teachers are masters of their subjects, who teach with a holistic approach and with a keen understanding of, and sensitivity to, the complexities of each child’s development.

- Answers telephones, responds to inquiries, takes messages and screens and directs phone calls in a professional manner.
- Greets parents and students as they report to the front desk.
- Maintains cleanliness of the front desk area.
- Checks voicemail and email correspondence and responds in a timely manner.
- Provides occasional administrative support for management personnel.
- Administers first aid when necessary.
- Fulfills other duties and responsibilities as assigned by the Employer.

School Calendar and school holidays - M to F - 2:30 to 6:00

To apply, please email resume to Auxiliary Director, Marylouise Bracho at maryb@greenacres.org