



JOB DESCRIPTION: Program Assistant

REPORTS TO: Montessori Guide & Head of School

REVISION DATE: January 2021

EMPLOYMENT STATUS: Regular Full-Time / School-Year

FLSA STATUS: Non-Exempt

SUMMARY OF POSITION

The MCMS Program Assistant works cohesively with the Montessori Guide to foster a nurturing and stimulating environment, which supports the child through self-directed activities, allowing him/her to develop at his/her own pace. The responsibilities of this position range from organizing materials and cleaning the workspace to supporting the Guide by facilitating the learning process for each child, as requested. All Program Assistants are expected to support the Montessori philosophy.

The Program Assistant agrees to devote their full time and attention during normal working hours to their duties at MCMS. The Program Assistant will perform their duties subject to the general supervision and direction of the Montessori Guide and the Head of School. The Program Assistant shall abide by all rules and policies of the school, as stated in both the MCMS Employee and Community Handbooks, and carry out the school's mission: respecting children and their natural joy of discovery. The Program Assistant will adhere to the school's essential expectations and professional standards in order to maintain excellence, and will exhibit a professional manner.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Classroom Duties

- Assume and accept responsibility for the physical safety and emotional well-being of up to 30 children (depending on program) under their supervision
- Establish and maintain a positive relationship with students, and notify the Guide immediately of any interpersonal challenges
- Protect the privacy and confidentiality of each student and family in the class
- Maintain clean, safe and orderly environments (both indoor & outdoor) through daily cleaning and sanitizing, which includes dishwashing, dusting, sweeping, disinfecting, etc.
- Prepare and create materials, including paper cutting, photocopying and laminating, at Guide's request
- Support the Guide in ways most helpful to them, and minimize any interruptions during their lessons by understanding the goals for behavioral expectations for the children, and provide "follow through" on these goals throughout the day
- Assist with dressing, undressing and toileting of children (as applicable to program) while also encouraging independence
- Observe and share observations of students with the Guide, as requested
- Document and report any and all accidents or behavioral incidents, and communicate with the Guide
- Refer all concerns regarding a child to the Guide, allowing them to observe and be responsible for communicating with families
- Perform arrival and dismissal duties, and supervise lunch and recess as assigned
- Aid the Guide by accompanying and/or driving students during all activities, goings out, field trips and overnights (as applicable by program)
- Regularly meet with the Guide to review specific job expectations, guidelines, policies & procedures, goals for the students and program, and one's own progress throughout the year

General Duties

- Demonstrate respect and kindness to all members of the MCMS community
- Attend staff meetings, in-service days and any special meetings requested by the Guide, the Director of Education or the Head of School
- Attend classroom observations and professional development opportunities to support individual learning goals and the school-wide goal of lifelong learning, especially about Montessori education
- Support and attend school events, such as parent information and engagement events, new student orientations and other such school events relating to the classroom, curriculum and building community, as requested by the Guide or the Head of School
- Communicate and cooperate with the administrative staff on program changes

Other Responsibilities

- Perform other duties as assigned by the Guide or the Head of School

JOB KNOWLEDGE, SKILLS & ABILITIES

- Strong verbal, written, and interpersonal communication skills
- Demonstrates flexibility and adaptability
- Takes initiative and is able to take direction
- Possesses acute observation skills
- Interest in Montessori

EXPERIENCE AND EDUCATION

- Education in child development, child education or child psychology preferred
- Experience working with children of the relevant age group preferred
- Must successfully clear background checks and have the ability and willingness to obtain first aid, CPR, fire extinguisher, and other safety training provided by MCMS
- Must possess valid driver's license and clean driving record

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Activity	<25%	25%	50%	75%	100%
Standing				X	
Sitting		X			
Walking				X	
Bending		X			
Squatting		X			
Kneeling/Crawling (Toddler/Children's House only)			X		
Balancing			X		
Lifting up to 50 lbs	X				
Hand Use: Grasping			X		
Fine Manipulation			X		
Driving (Elementary/Adolescent only)	X				
Work: Inside				X	
Outside		X			
Visual: Near and Far					X
Depth Perception: Yes					X
Correct Color Perception: Yes					X