



## **JOB DESCRIPTION: Children's House Full Day/After School Program Assistant**

**REPORTS TO:** Head of School

**REVISION DATE:** November 2021

**EMPLOYMENT STATUS:** Regular Full-Time / School-Year

**FLSA STATUS:** Non-Exempt

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### **SUMMARY OF POSITION**

The MCMS Children's House Full Day/After School (CHAS) Program Assistant works cohesively with teammates (within the Children's House classroom and CHAS room) to foster a nurturing, relaxing and safe environment for children aged 2 ½ - 5 years staying at MCMS for a full day or those staying outside of typical school hours. The core responsibilities for this position include supervising children inside and outside at recess, after school, and during lunch, and settling children down for naps. The CHAS Program Assistant is ultimately responsible for providing a calm and nurturing environment for young children and enriching the after-school experience within a program that reflects the Montessori philosophy.

The CHAS Program Assistant agrees to devote their full time and attention during normal working hours to their duties as a Program Assistant of the school. The CHAS Program Assistant will perform their duties subject to the general supervision and direction of the Head of School (HOS). The CHAS 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 CHAS 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**

#### **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 Director of Education (DE) or the HOS
- 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 school events, such as parent/teacher conferences and parent information and engagement events, as requested in advance by the DE or the HOS, by providing childcare when needed
- Attend school events, such as parent information and engagement events and other such school events relating to the classrooms, curriculum and building community, as requested by the DE or the HOS
- Communicate and cooperate with the administrative staff on program changes

#### **Specific 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 families, and notify the HOS immediately of specific interpersonal challenges
- Protect the privacy and confidentiality of each student and family in the program
- Maintain clean, safe and orderly environments (both indoor & outdoor) through daily cleaning, dishwashing, dusting, sweeping, disinfecting, and ensuring gates are secured and playground equipment is in good working condition or is identified to be fixed/replaced as needed

- Prepare and offer creative activities to enhance the options available daily for children
- Actively supervise, participate, and engage children in indoor/outdoor activities, play, and problem solving
- Provide a predictable and supportive environment by understanding the goals for behavioral expectations for the children, and provide “follow through” on these goals throughout the day
- Assist with dressing, undressing, transiting to and from recess/lunch/nap/classroom, and toileting of children, while also encouraging independence
- Observe and share with the child’s guide observations of children, as requested
- Document and report all accidents or behavioral incidents, and confer with the child’s guide and classroom assistant regarding any concerns to provide a consistent response to behavior
- Regularly communicate with the program lead and HOS to review expectations, guidelines, policies, procedures, goals for the children/program, and personal progress and goals throughout the year
- Conduct a nightly sweep of the building, including the playground, to ensure overall cleanliness, and safety/security of building (if schedule/hours result in closing responsibilities)

**NON-ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

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

**JOB KNOWLEDGE, SKILLS & ABILITIES**

- Strong verbal, written, and interpersonal communication skills
- Demonstrates patience, calm, flexibility, and adaptability
- Takes initiative and can take direction from others
- 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

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

Activity	<25%	25%	50%	75%	100%
Standing				X	
Sitting		X			
Walking				X	
Bending		X			
Squatting		X			
Kneeling/Crawling			X		
Balancing			X		
Lifting up to 50 lbs	X				
Hand Use: Grasping			X		
Fine Manipulation			X		
Work: Inside (with students, at MCMS)			X		
Outside			X		
Visual: Near and Far					X
Depth Perception: Yes					X
Correct Color Perception: Yes					X