



TITLE:	TODDLER AFTERCARE CLOSER
QUALIFICATIONS:	At least 18 years of age A high school diploma minimum
TERMS OF EMPLOYMENT:	Work year to be established by the Directress and Head of School Part time position, hours generally 2:30-6:00 PM Hourly compensation to be established by the Board of Trustees and Head of School
REPORTS TO:	Toddler Directress and the Head of School
JOB GOAL:	To assist the Toddler Directress in meeting the physical, cognitive, and emotional needs of the 18 month old to 3 year old consistent with Montessori principles
RESPONSIBILITIES:	Prepare the environment in keeping with Montessori principles; Model desirable behavior to staff and children; Show an interest in gaining knowledge of Montessori philosophy and supporting the philosophy in the environment; Explore various options for early child education training; Take appropriate measures to ensure children's safety; Give prompt attention and immediate feedback to each child; Assist in daily cleaning as directed; Exercise initiative and conduct responsibilities related to the daily routine in an efficient and caring manner; Assist with digital record keeping (daily reports, incident reports, observation notes, child observation report) written in a neat and professional manner;

Supervise during snack and meal times;

Assist and participate in any other activities concerning the toddlers including toileting;

Abide by the policies and procedures established by the Board of Trustees;

Attend staff in-service days, staff and team meetings, the Annual Meeting, and work days.