



TITLE: Assistant Aftercare Closer

QUALIFICATIONS:

- At least 18 years of age
- A high school diploma minimum

TERMS OF EMPLOYMENT:

- Work year to be established by the Head of School
- Part-time position, year-round position. Hours are generally 1:30- close (no later than 6:00 PM). Additional hours are available if you are interested in filling in as a substitute.
- Hourly compensation to be established by the Board of Trustees and Head of School

REPORTS TO: Head of School

JOB GOAL:

To assist the Directress in meeting the physical, cognitive, and emotional needs of the students with Montessori principles. The part time Assistant After Closer is responsible for overseeing afternoon activities and safety for students enrolled in our aftercare program.

RESPONSIBILITIES:

- Prepare the environment in keeping with Montessori principles.
- Model desirable behavior to staff and students.
- Show an interest in gaining knowledge of Montessori philosophy and supporting the philosophy in the environment.
- Explore various options for early childhood 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.
- Clear communication with Directresses regarding students.
- Supervise during snack and meals.
- 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 workdays.

