



TITLE: Pre-Primary Closer (Part-Time, Full Year)

QUALIFICATIONS:

- At least 18 years of age
- A high school diploma or equivalent
- Education, Pre-School, or Childcare background a plus
- First Aid & CPR Certificate a plus (or willing to be trained)

TERMS OF EMPLOYMENT:

- Part-time position, year-round position (generally 1:30-6:00 PM daily). Additional hours are available if you want to fill in as a substitute.
- Hourly compensation to be established by the Head of School

REPORTS TO: Directress (Teacher)

JOB GOAL: To assist the Directress in meeting the student's physical, cognitive, and emotional needs with Montessori principles. To join a positive, welcoming community deeply committed to educating children 18 months to 8th grade.

RESPONSIBILITIES:

- Prepare the environment in keeping with Montessori principles
- Model desirable behavior to staff and students
- Willingness to gain knowledge of Montessori philosophy and support the school's mission and philosophy
- Take appropriate measures to ensure children's safety
- Give prompt attention and immediate feedback to each child
- Assist in daily cleaning as directed
- Spend time outside with children supervising playground activities
- Exercise initiative related to the daily routine in an efficient and caring manner
- Assist with record keeping (daily reports, incident reports, observation notes)
- Clear communication with Directresses regarding students
- Maintain a high sense of confidentiality
- Supervise students during snacks and meals, playtime, rest time
- Abide by the policies and procedures established by the Board of Trustees
- Attendance at in-service days, team meetings, the Back-to-School Picnic, Open House, & Spring Fling is optional but encouraged

BENEFITS: Employees of Canton Montessori School are eligible for benefits, including tuition discounts for children attending Canton Montessori School. Additionally, employees may be eligible for medical benefits, paid time off, and retirement plan contributions.