



TITLE: Full-Time Environment (Classroom) Assistant - Toddler Program

QUALIFICATIONS:

- At least 18 years of age
- A high school diploma or equivalent
- Education, Pre-School, or Childcare background a plus

TERMS OF EMPLOYMENT:

- Full-time position, year-round position. Monday-Friday, hours are generally 9:00 AM to close (5:30/6:00 PM) – with an hour break.
- Hourly compensation to be established by the Head of School

REPORTS TO: Directress (Teacher)

JOB GOAL: To assist each Directress in meeting the students' physical, cognitive, and emotional needs with Montessori principles. Contribute to a positive, welcoming community deeply committed to educating children 18 months to 3 years old.

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
- 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
- Spend a considerable amount of time outside supervising student activity
- Exercise initiative and conduct responsibilities related to the daily routine in an efficient and caring manner
- Assist with record keeping (daily reports, incident reports, observation notes, child observation reports)
- Clear communication with Directresses regarding students
- Maintains a high sense of confidentiality
- Supervise students during snacks and meals, playtime, and rest time
- Abide by the policies and procedures established by the Board of Trustees
- Attends in-service days, team meetings, the Back-to-School Picnic, Open House, and Spring Fling

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

First date of employment –_____

Probationary Employee:

All new employees will be considered probationary for up to 60 days of employment when initially hired or placed in a new position. CMS will evaluate the probationary employee's performance to determine if they meet the standards set by CMS.

Probationary employees shall not be eligible to use paid sick leave, vacation, personal, or any other form of paid absence.

The probationary period may be extended up to 30 days, by approval of the Head of School, when it is deemed necessary and appropriate. In all cases of request to extend an employee's probationary period, the supervisor shall submit to the Head of School a statement of the employee's current performance, the justification for the extension, and the amount of extension requested. No requests for extensions will be approved if submitted after the date of the normal conclusion of the employee's probationary period.

Upon successful completion of the probationary period, the supervisor will recommend the employee's retention to the Head of School. Upon the approval of the Head of School, the employee will attain regular employment status and thereby will be deemed eligible for those benefits provided to regular employees.

Should the probationary employee not be recommended for retention, the employee will be terminated from CMS not later than the last day of the probationary period. Employment may be terminated at any time during the probationary period, with or without cause, in accordance with CMS's termination policy.

All required employment documentation must be provided before acquiring regular employment status.

The probationary period runs through_____.

Roxanne Cole

Date

Emily J. Ramos, Ed.D.

Date