

Position Description After School Care Program, Assistant Teacher

About Children's House Montessori (CHM): Children's House Montessori is a state-accredited Montessori school and nonprofit organization serving students from preschool to 6th grade located in Rapid City. Our mission is to provide a hands-on, interactive and individually geared education that gives students a strong foundation in problem solving, higher order thinking and an appreciation for the love of learning.

Position Title: After School Care Program Assistant Teacher

Compensation: \$15 to \$18 per hour depending on experience.

Age Group: Mixed age from 4 to 12 years old

Immediate Supervisor: Director and Lead Teacher

Status: Part Time/School Year

Supervisory responsibility: None

Work environment: A large, open, one-building classroom with large windows, situated on a campus with an outdoor recreational/playground space. Indoor temperature is kept between 68-72 degrees, and the building has air conditioning. Noise is kept to a minimum but children can on occasion raise their voices. Time spent outdoors with the students.

Time Commitment: The After School Care Program begins on Tuesday, September 5, 2023 and ends on Wednesday, May 22, 2024. It takes place at the school's Primary Campus located at 4021 Range Road and runs Monday through Fridays from 3-6 pm throughout the school year on school days, excluding early release days, holidays, snow days. Candidates specific daily schedule will be included in individual contracts.

Physical demands: Prolonged periods standing and walking in the classroom and some outdoor time. Must be able to lift up to 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. Some bending, stooping, and lifting are required to set up activities.

Summary of Position: The After School Care Program Assistant Teacher is responsible for assisting the Lead Teacher in implementing a safe and fun after school educational experience to students ages 4 to 12 years old.

Qualifications

- A minimum of one year working with children
- Previous classroom experience a plus and/or teaching background
- Familiarity with the Montessori approach to education
- Sensitive, mature individual who is able to relate well to both children and adults
- Enjoys indoor & outdoor, play-based education with children
- First aid/CPR Certified

Skills

- Ability to multi-task and work with little supervision while managing and supervising a multi-aged classroom
- Enthusiastic and compassionate personality that will engage children
- Excellent communication and interpersonal skills with children and adults
- Some candidates may be hired to transport students in the school's van. If this is agreed to at time of hire, applicant will need to have a driver's license and clean driving record.

Essential Functions

The following list of responsibilities is not intended to be restrictive but rather forms a framework for and sets a minimum level of expected performance. The school has the sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Responsibilities to include:

- Assisting with supervising and managing a group of students ages 4-12 years old during an after school program
- Assisting with creating a developmentally appropriate after school care experience, using methods such as storytelling, games, activities, arts and crafts
- Assisting with classroom management when enrichment instructors are on-site to provide workshops
- Being familiar with Montessori philosophy and applying that knowledge to individual students
- Gearing the program to the needs of individual children with concern for their interests, special talents, and individual style and pace of learning
- Considering individual children in relationship to their cultural and socioeconomic background
- Treating children with dignity and respect
- Maintaining a dress code of a professional nature
- Helping children become aware of their roles as integral members of the group
- Preparing and maintaining the classroom for indoor activities
- Ensuring the smooth coordination of all activities
- Ensuring discipline procedures used are always in accordance with Montessori principles
- Acting as a playground supervisor

I have read and understand the above job description.

Printed Name

Signature

Date

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Last reviewed by: Michelle Kagarmenov

Date of last review: April 13, 2023