



SPRUCE TREE MONTESSORI SCHOOL

JOB DESCRIPTION

Position: **Educational Assistant**
Status: Three-quarter time, non-exempt
Schedule: Monday - Friday, 11:30 - 5:30 pm
First call classroom substitute, as needed.
Reporting to: Head of School

Job Summary

Provide sound educational leadership and guidance to students; apply the Montessori philosophy to all aspects of your day, including at recess, in the classroom, and during after school programs and break camps. Assist with the coordination of the after school programs: Tea Time (early childhood level), Expand Your Mind Club (elementary level) and Sunset (mixed levels), including preparation and set-up, activity planning, organization, and safety. Serve as a break camp assistant as assigned to include implementation of themes, lesson/activity plans, materials preparation, coordinating daily activities (arrival, snack, nap, recess, dismissal), assist with the facilitation of assemblies/guest educators or speakers, and camp field trips. Collaborate with Children's House and Elementary Program staff and other support staff for best practices of behavioral management, social-emotional learning and support, practical and communication skills, enrichment activities, and community service; clean and organize school environments after program activities. Complete administrative and general operational projects as assigned. Serve as a classroom substitute as scheduled. Promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; perform job duties as listed in attached job description.

Job Qualifications

- AA, BS or BA degree, or progress toward a college degree, or equivalent experience
- Basic knowledge of the Montessori philosophy
- Experience in a classroom setting or caring for children
- Strong organizational skills, efficient time management skills
- Excellent customer service skills and delightful personality
- Knowledge of computer systems and programs (MS Office - Excel, Word, etc; graphic design capabilities and knowledge of technology; i.e. iPads, laptops, Mac / PC)
- Ability to plan and present activities to children ages 3 - 12, with focus on 3 - 6 year old developmentally appropriate art, crafts, games, activities, etc.
- Ability to run and jump, and lift children (up to 50 lbs) if necessary

Job Duties

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent/ Student Handbook and Employee Handbook.
2. Function as a facilitator of learning; a resource person, educational aide, role model, demonstrator, observer, and recorder of student behavior and growth.
3. Support the development of students academically, socially, emotionally and physically.
4. Assist with the coordination, supervision and management of after school programs, Tea Time, Expand Your Mind and Sunset, including playful activity plans, set up and clean up of environment, preparation of materials and/or supplies, and cleanup and organization of supplies.
5. Guide students through a playful, enriching after school period with a mix of free play and planned activities, games, and/or crafts.
6. Work collaboratively with Enrichment Education Coordinator and other school staff.
7. Relay concerns, make suggestions, and think critically about how best to engage students and manage after school programs.
8. Contribute to the creation of a learning environment (inside and outside) that is safe, clean, stimulating, inspiring and fun.
9. Assume responsibility for the safety and security of students during after school periods and when assigned to supervise children; i.e. recess, lunch or other.
10. Establish an environment where respect, acceptance and trust between student and teacher allows creativity to flourish.
11. Share and discuss child behavioral and/or learning challenges with Spruce Tree Montessori staff in order to best remedy said challenges.
12. Attend staff meetings as scheduled; 1-2 per session, after hours (typically 5:30 pm).
13. Attend after school program coordination meetings and engage in planning conversations with Enrichment Coordinator and/or Head of School.
14. Assist with parent outreach and community public relations by occasionally assisting with youth activities during "Montessori Monday" events.
15. Work in coordination with the Head of School, Elementary Teachers, and Children's House Teachers for promotion of a healthy lifestyle.
16. Serve as a substitute teacher during the school day as scheduled.
17. Professionally represent the vision of the Head of School and work to achieve the school's mission through mindful work habits and attention to detail.
18. Perform other duties as assigned by the Head of School, to include administrative projects and/or tasks, and general school operational assistance action items.

Before/After School Program Routine and Notes

- Students often bring their own breakfast to eat during Sunrise. (for reference only; not applicable to your position)
 - Students clean up their own space: throw napkin away, dump water (save/reuse cups).
- Activities: Students choose activities from the shelves, may do an art or craft project, read, color, play games, etc.
 - Individual, small group and whole group activities (story time) are encouraged.

- Themed days are encouraged.
- Routine: Children should be encouraged to engage in puzzles, games, Legos, trains, books, arts and crafts, and outside time.
 - Children should put away activities, games, and clean up after themselves.
 - Children should use proper manners and treat each other respectfully.
- Your responsibilities to environment: clean up messes with students as appropriate, tidy shelves, sweep library and Main Street floors, and wash dishes as needed.
- Safety/Security: Our school is secure during school hours: 7:30 - 5:30. Parents ring the doorbell for a greeting/entry. If you don't recognize someone, please check their ID and compare to the Authorization for Release form in the STMS Info Binder located in the lobby. Playground gates are to remain locked* during school hours. (This is only applicable to after school program release.)
- Take attendance in Montessori Compass, including drop-ins for all programs, greet parents and dismiss students to classroom at 8:15 am (Sunrise) and/or to parents at day's end.
 - Please note late pickups (after 4:45 for Tea Time and after 5:45 for Sunset) in the attendance log in Compass.
- Customer Service: It is very important that we provide the utmost in customer service to our parent community... from warm welcomes to cheerful goodbyes. Take notes of questions or comments from parents and share all with the Head of School in a timely manner. Please do not take liberty to report on a child's school day to parents – this is the responsibility of the classroom teachers – share only about his/her time during after school time period in your care.
- Professionalism: Presenting ourselves as professional educators is very important for our reputation and credibility in the educational community. Please take care to dress appropriately according to the dress code guidelines stated in the Employee Handbook and always wear your name tag.

*During extreme weather, the Head of School uses discretion to remove the gate locks.