



Kennedy Heights Montessori Center has helped young learners thrive for more than 50 years. KHMC provides an extraordinary educational environment grounded in respect, peace, and diversity. An award-winning, not for profit, parent cooperative school, Kennedy Heights Montessori Center offers rich full- and half-day programming for children from age 2 through Kindergarten, including Montessori instruction and extended day care.

We are currently accepting resumes to immediately hire for multiple positions: **2 Floaters and 3 Assistant Extended Day teachers**, who meet the high expectations we have of our teachers and staff here at Kennedy Heights Montessori Center, a 5 Star rated SUTQ, non-profit, parent cooperative Montessori School for 2-6 yr. olds since 1965.

EXTENDED DAY ASSISTANT TEACHER JOB DESCRIPTION

Responsibilities

1. Assist the Extended Day Teacher, plan and implement activities for extended day children
2. Assist the Extended Day Teacher, prepare and maintain materials in the extended day environment
3. Assist in meal service and clean up after extended day food servings (breakfast, snacks and lunch)
4. Assist in supervising the children at food serving times
5. Maintain accurate records related to attendance, incident reports and medication
6. Prepare and supervise the nap room and outdoor play areas
7. Attend regularly scheduled extended day staff meetings when requested

8. Be in charge of a small pod of children this year.
9. Assist during set up and take down of extended day room
10. Participate in In-Service activities
11. Notify Executive Director of problems arising in the extended care program or facility
12. Maintain confidentiality of children, parents, families and staff
13. Call Executive Director or the Executive Director's delegate as soon as possible with absence or tardy notice, call the school if neither cannot be reached
14. Complete 15 hours of Step Up to Quality Approved training each year.
15. Complete ongoing required training as required by licensing agencies (ex: First Aid, CPR, Communicable Disease & Child Abuse)
16. Follow center procedures as outlined in the Employee Handbook
17. Perform other duties as requested by the Executive Director, or the Executive Director's delegate
18. Participate in the staffing of Spring Break programming, if offered
19. Must be reliable and on time for shift
20. Must be a quick learner
21. Maintain all Stay Healthy protocols

Qualifications

High School Diploma, *CDA or other Early Childhood Credential preferred*

Minimum requirements of licensing agencies required trainings

Ability to work harmoniously in a Montessori Preschool setting

The omission of specific statements of functions or responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

If interested in applying, please send an email to Kate Pinckert (khmontessori@gmail.com). We are looking to fill these positions very quickly.:

- A cover letter specific to your qualifications for the position
- A resume