



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 **2 Afternoon Floaters**, 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.

FLOATER JOB DESCRIPTION

Responsibilities

1. Assist the staff supporting the children
2. Assist the staff, prepare, sanitize and/or maintain materials in the environment
3. Prepare and supervise the nap room and outdoor play areas
4. Notify Executive Director of problems arising in the extended care program or facility
5. Maintain confidentiality of children, parents, families and staff
6. 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
7. Complete initial ODJFS required training for licensure.
8. Complete ongoing required training as required by licensing agencies (ex: First Aid, CPR, Communicable Disease & Child Abuse)
9. Follow center procedures as outlined in the Employee Handbook

10. Perform other duties as requested by the Executive Director, or the Executive Director's delegate
11. Participate in the staffing of Spring Break programming, if offered
12. Must be reliable and on time for shift
13. Must be a quick learner
14. 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.