

JOB DESCRIPTION:
Upper Elementary Intern & Assistant



Woodinville Montessori School
a nonprofit organization

SUMMARY:

This position is a full-time intern and assistant in an Upper Elementary classroom of students, 4th to 6th grade. The primary responsibility is to learn from and assist the co-teachers in maintaining a safe, clean, and engaging learning environment.

As an Intern, you will gradually be given opportunities and responsibilities to help you meet your training requirements and develop the competencies needed for effective teaching. Your role will include program assistant responsibilities including supervision of the children in either the before or after school program. As a member of our staff, you need to be committed to fulfilling Woodinville Montessori's mission and vision.

CALENDAR / FTE:

Academic Year / 1.0

STATUS:

Non-Exempt / Hourly

COMPENSATION:

\$20-24/hr. – Benefit Eligible

DEPARTMENT/LEVEL:

Upper Elementary / Entry

REPORTS TO:

Program Director

DATE:

October 2024

DUTIES: (include but are not limited to)

- Assist Montessori teacher in preparing and maintaining a clean and neat environment.
- Overseeing the classroom while the teacher gives lessons.
- Assist in the preparation of snacks for classrooms and Club House programs.
- Prepare alternate snacks for students with dietary restrictions and/or food allergies, as needed.
- Supervising lunch, recess, Club House (before or after school care), and Camps days (when school is not in session).
- Assist with arrivals, dismissals, and in cleaning and sanitizing of classroom and classroom materials.
- Participating in giving lessons, record keeping, conferences and report preparation as specified in your Practicum Handbook
- Help students in cleaning and care of environment and equipment.
- Do general cleaning of school common areas, including kitchen, laundry, and bathrooms.
- Convey parent or student concerns to classroom teachers.
- Document accidents, illnesses, and behaviors on appropriate documentation forms
- Participates in beginning and end of year prep days, meetings, and trainings as requested.
- Remains informed about events and developments at the school.

Professionalism:

- Respect and maintain confidentiality regarding school or staff issues.
- Arrive at school promptly, attend regularly, and notify your supervisor if you leave the campus at any time other than lunch.
- Maintain a clean, professional appearance.
- Maintain an up-to-date professional development record.
- Maintain a high level of organization to facilitate the management of all facets of your responsibilities.

EDUCATION/CERTIFICATION REQUIREMENTS:

- Bachelor's or Master's Degree from an accredited college or university
- AMS or AMI Secondary Teacher Credential or plan to work towards
- Professional Development record up to date in AMS record
- Infant/Child & Adult CPR
- First Aid
- HIV/Blood-borne Pathogens

SKILLS AND EXPERIENCE REQUIREMENTS:

- One or more consecutive years of working with children in a group setting.

KEY PERFORMANCE CHARACTERISTICS:

- Demonstrate passion for teaching.
- Demonstrate empathy, patience, and respect.
- Ability to model appropriate behavior.
- Ability to write proficiently and speak in public.
- Collaboration with team and families.
- Demonstrate a high level of organization and attention to detail.

WORKING CONDITIONS:

- Must remain flexible to meet the immediate needs of students, staff, and school.
- Is required to manage multiple tasks simultaneously and prioritize.
- May experience frequent interruptions.
- May work outside in all weather conditions.

Physical demands:

- Required to stand for at least 3 hours and walk at a fairly rigorous pace for at least 1 hour.
- Sit on and get up from the floor or ground; reach with hands and arms; and stoop, kneel, crouch, crawl, climb, and balance.
- May lift, move, or hold a range of weight from 10 to 50 pounds, frequently, (Occasionally, lift, move, or hold weight more than 50 pounds)
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities to monitor the environment and children's well-being.
- Able to fully participate in activities.

Mental and emotional demands:

- Focuses on the children and their safety as the highest priority at all times.
- Able to tolerate occasionally noisy and busy children.
- Communicates with colleagues and families under stressful conditions.
- Coordinates well with coworkers, verbally and nonverbally.
- Displays a positive attitude

OFFICE AND SOFTWARE SKILLS:

- Technology proficiency including Office applications, Email, and Internet.

UPON HIRE:

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nationwide criminal history check, which requires the employee to provide fingerprints. Must provide documentation of a current, within the last 12 months of a negative FDA-approved TB test by a licensed health care professional.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read this Job Description, and I understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____