

## ELEMENTARY CLUB HOUSE PROGRAM ASSISTANT

*Updated: 4/25/2025*

This part-time assistant position in Elementary after-school care (1<sup>st</sup> through 6<sup>th</sup> grade) works to provide an engaging, nurturing, prepared Montessori environment. This position's responsibilities include providing support in supervising before and/or after school childcare, and camp days and other duties as listed. This individual is a detailed observer, creative thinker, and collaborative teammate with a strong interest in Montessori philosophy and has a love for learning and children. All staff members are committed to fulfilling Woodinville Montessori School's mission and vision.

### Responsibilities:

#### Child Supervision and Care

- Oversee the safety and well-being of students by focusing on the students and their safety as the highest priority at all times.
- Assist in the care and supervision of students, maintaining a safe, secure, and consistent Montessori learning environment, including snacks, recess, Club House (after school care), and/or Camps days (when school is not in session).

#### Classroom Support

- Create a positive and inclusive environment that fosters student's self-esteem and love for learning.
- Assist in preparing and maintaining a clean and neat environment, including cleaning and sanitizing of classrooms and classroom materials.
- Assist in the preparation of snacks for and/or alternative snacks for students with dietary restrictions and/or food allergies, as needed.
- Assist with arrivals, dismissals, and in preparing engaging after school activities.
- Maintain Club House attendance records.
- Help students in cleaning and caring for the environment and equipment.

#### Behavioral Guidance

- Support children in learning positive behaviors and social skills through role modeling, conflict resolution strategies, and consistent reinforcement of classroom rules.
- Identify and address behavioral challenges using appropriate guidance methods.

#### Professionalism

- Follow all school policies, procedures, and ground rules.
- Stay organized to manage all responsibilities.
- Maintain confidentiality regarding school, student, or staff issues.
- Maintain a clean, professional appearance.
- Be punctual and inform your supervisor if you are leaving campus.

#### Communication and Collaboration

- Work cooperatively with other staff to support classroom management and the needs of each child.
- Participate in beginning and end of year prep days, meetings, training sessions, and other professional development opportunities as required.
- Communicate concerns of families or students to classroom teachers.
- Document accidents, illnesses, and behaviors on appropriate documentation forms.
- Stay informed about events and developments at the school.

### Required Knowledge, Skills & Abilities:

#### Education/Certification Requirements

- High School diploma or equivalent.
- ECE certification preferred.
- Up-to-date professional development record in MERIT registry.
- Infant/Child & Adult CPR, First Aid, HIV/Blood-borne Pathogens certifications, Food Worker Card.
- Child Care Basics training, DCYF Portable Background check.

#### **Skills and Experience Requirements**

- One or more years of experience working with young children in a group setting.
- Proficiency in Office applications.

### **Essence of the Job:**

#### **Essential Functions**

- Passion for working with young children.
- Empathy, patience, and respect.
- Exhibit a positive attitude.
- Ability to model appropriate behavior.
- Excellent communication and interpersonal skills.
- Collaboration with team and families.
- High level of organization and attention to detail.
- Flexibility, creativity, and a willingness to take initiative.
- Ability to handle multiple tasks and prioritize.

#### **Work Environment**

- This job operates in a professional school environment.
- Work is performed both inside and outside in all weather conditions.
- Physical demands: occasionally lift and maneuver up to 50 pounds, ability to stand, walk, and sit for extended periods, frequent bending, kneeling, and crouching to engage with students at their level, ability to move around the classroom and school campus to supervise and assist students.
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Mental and emotional demands: typical classroom sound, frequent interruptions, remain calm and composed when unexpected circumstances arise.

#### **Upon Hire**

- Complete an Employment Eligibility Form and submit documentation for review.
- Pass a nationwide criminal history check.
- Provide documentation of a negative FDA-approved TB test within the last 12 months.

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<b>Job Classification:</b>	Staff	<b>Supervisor:</b>	Assistant Program Director
<b>Employment Status:</b>	Part-Time, Non-Exempt	<b>Work Schedule:</b>	10 Month Employee, Days
<b>Compensation:</b>	\$22 - \$24 hourly	<b>Start Date:</b>	August 19, 2025

### **Acknowledgment:**

I have read this Job Description and 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 \_\_\_\_\_