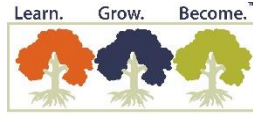


**JOB DESCRIPTION:
Program Assistant -
Substitute**



Woodinville Montessori School
a nonprofit organization

SUMMARY:

This position provides an excellent opportunity to be part of a Montessori classroom, where you will work closely with a trained Montessori teacher, and will learn “hands-on” about the Montessori Method. This position’s responsibilities are to assist the head teacher in maintaining a safe, clean and engaging learning environment for children ages 1-1/2 to 12 years of age.

CALENDAR / FTE:

Academic Year / varies

STATUS:

Non-Exempt

COMPENSATION / HOURS:

DOE / varies

DEPARTMENT / LEVEL:

varies / Entry

REPORTS TO:

Auxiliary Program Director

DATE:

September 2020

DUTIES: (include, but not limited to)

- Oversee safety and well-being of students
- Focus on the children and their safety as the highest priority at all times
- Supervise lunch time, naps and play time
- Assist in preparation of interesting and relaxing after school activities
- Maintain Club House attendance records
- Help students in cleaning and care of environment and equipment
- Do general cleaning of school common areas including kitchen, laundry, CH, and bathrooms
- Move tables and chairs as needed
- Convey parent or student concerns to classroom teachers
- Document accidents, illnesses and behaviors on appropriate documentation forms

EDUCATION/CERTIFICATION REQUIREMENTS:

- Must be 18 years or older.
- High School Diploma required. Bachelor’s degree preferred.
- Classes in or certification in child development preferable.
- Infant/Child & Adult CPR (to be completed within 30 days of hire)
- First Aid (to be completed within 30 days of hire)
- HIV/Blood-borne Pathogens (to be completed within 14 days of hire)
- Food Worker Card (to be completed within 7 days of hire)
- Child Care Basics (to be completed within 90 days of hire)
- DCYF Portable Background check (to be completed within 7 days of hire)
- Professional record up to date in MERIT Registry

SKILLS AND EXPERIENCE REQUIREMENTS:

- Previous experience working with early learners in an educational setting
- Knowledgeable enough to perform procedures independently with limited supervision

KEY PERFORMANCE CHARACTERISTICS:

- Work with children in a warm, patient, calm, respectful and confident manner
- Be organized, attentive to details, able to multi-task, and a careful observer
- Maintain confidentiality
- Maintain a calm demeanor in a busy, highly flexible environment
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff and parents

- Use tact, courtesy and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

WORKING CONDITIONS:

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

Physical demands:

- Stand for at least 3 hours
- Go on a walk with children at a fairly rigorous pace for at least one (1) hour
- Sit on the floor and get up quickly
- Demonstrate full range of motion to kneel, stoop, bend, twist, crouch, crawl, reach up high
- Climb and balance
- Walk and run after children on a playground or as needed
- 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)
- Is 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.).
- Receives the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise students
- Is able to fully participate in activities

Mental and emotional demands:

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

OFFICE and SOFTWARE SKILLS:

- E-mail and internet proficient, and basic Word

UPON HIRE:

If you are hired, you will need to 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 nation-wide criminal history check, which requires employees to provide fingerprints.

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 Program Assistant job description and I understand the qualifications. I certify that I am qualified to carry out these duties as described above.

Applicant Signature _____ Date _____

Supervisor signature _____ Date _____