

**JOB DESCRIPTION:  
Program Assistant**



**Woodinville Montessori School**  
a nonprofit organization

**SUMMARY:**

This position is a part-time assistant in a Toddler classroom of children ages 18 months to 3 years. The Program Assistant works with the Lead Teacher to provide an engaging, nurturing prepared Montessori environment. The responsibilities include managing lunch, recess and naptime and helping supervise a safe and engaging before and after school program for Toddler students.

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. This position is an essential position to provide childcare in the event of a school/classroom closure.

**CALENDAR / FTE:**  
Year Round / 0.75

**STATUS:**  
Non-Exempt / Hourly

**COMPENSATION / HOURS:**  
DOE / 11:00am - 5:30pm

**DEPARTMENT / LEVEL:**  
Toddler / Entry

**REPORTS TO:**  
Program Director

**DATE:**  
November 2022

**DUTIES:** (include but are 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 cleaning and sanitizing of classrooms and classroom materials
- Assist in preparation of interesting and relaxing after school activities
- Supervise students in Club House (before or after school care)
- Maintains a consistent Montessori environment during before and after-school care hours.
- 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, 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

**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 prior to date of hire)
- Professional record up to date in MERIT Registry

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- Previous experience working with early learners in an educational setting
- Understands the developmental stages of children
- 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:**

- Is required to stand for at least 3 hours and walk at a fairly rigorous pace for at least one (1) hour
- Sit on and get up from the floor or ground; reach with hands and arms; and stoop, kneel, crouch, or 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 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:**

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 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 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 \_\_\_\_\_