

**JOB DESCRIPTION:  
Program Assistant – North  
Creek**



**Woodinville Montessori School**  
a nonprofit organization

**SUMMARY:**

This position's responsibilities include managing outside time and helping supervise a safe and engaging after school program for Early Childhood students.

**CALENDAR / FTE:**

Academic Year / 0.4

**STATUS:**

Non-Exempt

**COMPENSATION / HOURS:**

DOE / 3:00PM – 6:00PM on days when school is in session

**DEPARTMENT / LEVEL:**

Early Childhood / Entry

**REPORTS TO:**

EC Program Director

**DATE:**

March 2019

**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 outside 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.
- Current CPR, First Aid, Food Handler's Permit, HIV/Bloodborne Pathogens, STARS 30-hour Child Care Basics Course certification or willingness to get training promptly. 30 hour BASIC STARS training to be completed within 3 months of date of hire.
- Department of Children Youth and Families (DCYF) Criminal Portable Background and fingerprint check clearance completed within 7 days of hire.

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- Previous experience working with early learners in an educational setting
- Knowledgeable enough to perform procedures independently with limited supervision
- Responsible, organized, and attentive to details

**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

**PHYSICAL DEMANDS:**

- Is required to stand for at least 3 hours, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- May occasionally lift and/or move up to 50 pounds.
- Is capable of expressing, instructing children in, 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 noisy and busy children
- Communicates with colleagues and parents during busy transitions
- 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 \_\_\_\_\_