



TODDLER AND AFTERCARE ASSISTANT

St. John the Baptist Catholic Montessori School
Excelsior, MN

School Mission: *Guided by our Roman Catholic faith, St. John the Baptist Catholic School prepares students to live out the Gospel message, achieve academic excellence, and joyfully lead by faith, virtue and reason.*

Position Description

Qualifications: A Montessori Assistant shall...

1. Share responsibility for the care and maintenance of classroom materials, dusting and cleaning the environment, refilling supplies, and properly storing all classroom supplies as directed by the Toddler Guide.
2. Perform light janitorial work in the event of accidents, i.e. spills, bathroom accidents, illness, etc.
3. Make sure the environment is safe per the school's risk management and emergency plans and in line with governmental and accreditation requirements. Be aware of and help maintain the environment to keep children with allergies safe.
4. Assist in toileting.
5. Report and document any accidents/incidents and behavior issues and share needed information with the Toddler Guide and/or Principal.
6. Work with individuals or small groups of children as directed by the Toddler Guide or Principal. May be required to substitute as needed.
7. Understand, share, and accept the responsibility for the safety and wellbeing of the children at all times.
8. Help plan, organize, and supervise activities and events that occur during the school day.
9. Support the school's mission, purposes, and objectives in a positive manner to parents and outside constituents.
10. Attend monthly staff meetings, assistant meetings, workshops, and professional development opportunities as required by or in consultation with the Principal.
11. Work with the Toddler Guide to complete necessary organizational tasks, i.e. birthday celebrations, snack and pantry stocking, and classroom celebrations.

Time Expectations: A Toddler Assistant must...

- Be present to supervise children and assist the Toddler Guide on school contact days from 1:00 p.m. to 6:00 p.m.
- Commit time to professional development and training toward the achievement of personal and school goals.

Examples of Specific Daily Duties:

1. Clean Toddler classroom environment during children's nap time from 1:00-3:00pm.
2. Supervise during children's nap time.
3. Assist children with toileting.
4. Help children settle into work.
5. Observe children in work areas and redirect as needed.
6. Assist children with afternoon snack, and prepare the full-day children to be picked up at 3:30pm.

7. Supervise children in the classroom in aftercare.
8. Disinfect all tables, backs and seats of chairs, doorknobs, light switches.
9. Disinfect toilets and sinks in bathrooms.
10. Run washing machine/dryer if needed.
11. Any other activities as designated by the Toddler Guide.
12. Meet weekly with Toddler Guide to discuss student and classroom needs.
13. Assist with aftercare from 3:00-6:00pm in the main school building in collaboration with the Aftercare Lead.