



All Day Children's House AM Assistant

Hours: Monday - Friday, 7:00am-12:00pm

Status: Hourly \$14-\$17.50 per hour, based on experience + benefits

Start Date: August 30, 2021

We seek an unusually talented individual who in turn seeks to become an important part of an experienced and supportive team of colleagues.

The All Day Children's House is a unique model that supports children (ages 2.5-6) in an authentic Montessori environment. It is a "home away from home" providing a consistent, engaging, and inspiring place for children to finish out their day, while extending the Montessori learning experience.

The All Day Children's House Assistant works in close partnership with the Lead Guides in supporting children enrolled in our All Day Children's House program. Special duties include opening the school and preparing snack for both Children's Houses, greeting children dropped off for Extended Morning (7:30-8:15) in the common room, and supervising/working with those children during that time frame. After children go to their own environments, the All Day AM Assistant functions as the Children's House 2 Assistant. The daily duties include housekeeping (laundry & dishes), supporting a peaceful morning work cycle, maintaining the cleanliness and beauty of the classroom and common areas, facilitating work in the indoor and outdoor environments, helping the children through the flow of lunch and outdoor recess, making materials and preparing the Children's House for the afternoon. Other duties include classroom supervision and observation, assisting the lead guides in record-keeping and assisting the staff and children with special tasks.

Basic & Educational Qualifications:

- Experience with Montessori or AMI Assistants Course Training (preferred, but not required)
- Experience working with children ages 2.5-6
- First Aid and CPR training (current or within 90 days of hire)
- Background clearance

Assistant Job Description (including, but not limited to):

- Strong classroom management skills, flexible and open to changes in routine.
- Ability to collaborate and work well with the Lead Guide and other staff members.
- Responsible for the physical and mental well-being and intellectual development of the children at all times.
- Responsible for care and maintenance of the Children's House environment, including classroom materials, and adjoining bathroom.
- Helps maintain strong relationships with the parents, relationships characterized by mutual respect and goodwill.
- Upholds state licensing requirements of safety and well-being, including health and safety procedures, and reports on any and all accidents/incidents.

- Initiates growth and change in his/her own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn and improve.
- Models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.
- Collaborates with colleagues and the school's leadership in the design and implementation of innovation within the context of the school's overall program and Mission.
- Strong work ethic and desire to make a long-term commitment to the school.
- Passion and commitment to the Montessori method; possessing the skills and energy needed to maintain AMI standards.
- Attends all staff meetings and CHMS community events throughout the year.
- Notifies the Head of School immediately of personal and professional difficulties with children, parents, or staff.

"The real preparation for education is the study of one's self. The training of the adult who is to help life is something far more than the learning of ideas. It includes the training of character; it is the preparation of the spirit."

- Dr. Maria Montessori

About Cathedral Hill Montessori School:

We are a nonprofit Montessori school in Saint Paul with one Toddler Community and two Children's Houses, offering a year-round authentic Montessori experience. Located in the historic Cathedral Hill District, the school is attached to a bed & breakfast and residence and is situated across the street from a park and playground.

Our mission is to provide a safe, beautiful and authentic Montessori learning environment; to serve an inclusive community of multicultural and economically diverse families; and to support children in becoming confident, independent, and compassionate members of society.

We are fully recognized by the Association Montessori Internationale (AMI).

Please Inquire or Send a Resumé and Letter of Interest to Attention:

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