



## All Day Children's House Assistant / Aide

**Hours:** Monday - Friday, 12:00pm-6pm (30 hours)

**Status:** Hourly, based on experience + benefits

**Start Date:** January 2018 *or sooner*

We seek an unusually talented, individual who in turn seeks to become an important part of a talented 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 /Aide works in close partnership with the Lead Guides in supporting children enrolled in our All Day Children's House program. The daily duties include housekeeping (laundry & dishes), maintaining the cleanliness and beauty of the classroom and common areas, maintaining and facilitating work in the indoor and outdoor environments, helping the children through the flow of lunch, outdoor recess, nap time, supporting a peaceful extended work cycle, and preparing the Children's House for the next day. Other duties include stepping into the classroom momentarily to relieve a staff member, 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 family-founded nonprofit Montessori school in St. Paul with one Toddler Community and two Children's Houses, offering a year round authentic Montessori experience. Nestled in the historic Cathedral Hill District, we boast a peaceful and charming urban location attached to a unique mansion home and across the street from a park and playground.

Our mission is to create a safe, beautiful and independent learning environment for young children; to educate families and the community about the Montessori philosophy; to instill in children a lifelong love of learning, respect and service toward humanity, and an appreciation and care of the environment.

We are fully-recognized by the Association Montessori Internationale (AMI) for 0-6.

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

**Whitney Blessing, Head of School**

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