

MONTESSORI ASSISTANT (FULL-TIME)

St. John the Baptist Catholic Montessori School

Excelsior, MN

Position: St. John the Baptist Catholic Montessori School is seeking an energetic, creative, and loving person to join our summer team! This person will lead activities and do crafts with the children, lead nature walks, water days, and ensure that the summer is a joyful time for the children.

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal.

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.

Qualifications: A Montessori Assistant shall...

1. Adhere to the mission of St. John the Baptist Catholic Montessori School.
2. Be a practicing Roman Catholic.
3. Have or build an understanding of the Catechesis of the Good Shepherd and work with trained catechists in the faith formation of children. Trained catechists preferred.
4. Have an understanding of the Montessori philosophy of education.
5. Love God and desire to share their faith with others.
6. Love children and desire to help them in their personal character, virtue, and faith development.
7. Be able to discipline children positively with gentleness, firmness, and consistency.
8. Be able to maintain a positive working relationship with other staff, especially the Director of Operations and Director of Montessori Education.
9. Be able to maintain strong relationships with parents; characterized by mutual respect, good will, and with the understanding that parents are the primary educators of their children.
10. Maintain professionalism in speech, dress, action, and confidentiality.

Time Expectations: A Montessori Assistant must...

- Be present to supervise children on care days from 8:00 a.m. to 4:30 p.m. or alternative hours as specified by the employment offer letter or with the express permission of the Leadership Team. Different schedule options available.
- Commit time to professional development and training toward the achievement of personal and school goals.

Responsibilities: A Montessori Assistant will...

1. Work with individuals or small groups of children as directed by Administration. May be required to substitute as needed.
2. Understand, share, and accept the responsibility for the safety and wellbeing of the children at all times.

3. 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 Administration.
4. Perform light janitorial work in the event of accidents, i.e. spills, bathroom accidents, illness, etc.
5. 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.
6. Report and document any accidents/incidents and behavior issues and share needed information with the Administration.
7. Keep current attendance records and help in the daily observation and recording of children's work.
8. Supervise daily recess.
9. Direct all parent communication to the Administration.
10. Help plan, organize, and supervise activities and events that occur during the day.
11. Support the school's mission, purposes, and objectives in a positive manner to parents and outside constituents.
12. Assist the Leadership Team with recruitment efforts including the welcoming of parent and student visitors.
13. Attend monthly staff meetings, assistant meetings, workshops, and professional development opportunities as required by or in consultation with the Leadership Team.

Examples of Specific Daily Duties:

1. Prior to children arriving:
 - a. Prepare classroom per the safety checklist
 - b. Make copies and prepare materials as needed.
2. Greet children at the door as they arrive. Help them become independent with coats, shoes, boots, etc., as necessary.
3. Take daily attendance.
4. Help children settle into work.
5. Observe children in work areas and redirect as needed.
6. Daily Clean-Up
 - a. Clean up art area.
 - b. Wash dishes if needed.
 - c. Supervise lunch set-up.
 - d. Reinstate order to shelves.
 - e. Check for wet/dirty towels and replace with dry/clean ones.
 - f. Any other activities as designated by the Administration.
7. Help half-day children (if any) prepare to go home.
8. Monitor outside play at the end of the morning session and wait until all children are picked up by their parent/guardian. Children are not to be left unattended and the required adult-child ratio must be maintained.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications of the position and the Principal may assign other duties in accordance with the position. More detailed listings of duties and tasks are outlined in supplemental documents such as the Staff Handbook.

Other Requirements

1. Employees are expected to be present, ready to work and on time for all scheduled work hours.
2. Employees must complete VIRTUS training, undergo a background check and sign the Pastoral Code of Conduct.
3. Employees must comply with the requirements of PACE (Protecting All Church Employees) program of Catholic Mutual Insurance including annual in-service training as prescribed by the parish/archdiocese.

If interested, please send a resume and cover letter to Megan Adam at madam@stjohns