

Richmond Montessori School  
Job Description

<b>Job Title: Montessori Enrichment Team Member</b>	FLSA Status: Non-exempt
Reports to: Director of Montessori Enrichment Shanthi Wickramasinghe	Position Status: part-time from 3:00-6:00PM, 10 month position following the faculty school year calendar
Approved by: Head of School & Director of Finance & Operations	Starting at \$18/hr based on experience & credentials

Purpose:

The Montessori Enrichment (ME) Team Member is responsible for all aspects related to delivering quality lunch, nap & afterschool (Extended Care) programming for the students under the ME Team member's charge, utilizing the best principles and practices based in the Montessori tradition of education.

The ME Team member is required to deliver programming that conforms to all Virginia Department of Education regulations and policies while maintaining programming that reflects our Montessori mission and the core Montessori philosophy of respect for the individual learner, preparation of the environment, fostering independence, order and concentration in the student, respect for sensitive periods, recognizing intrinsic motivation and the absorbent mind.

The ME Team member reports directly to the Director of Montessori Enrichment and also follows the direction and guidance of the Assistant Head of School/Early Childhood Education Coordinator.

***We are currently seeking Primary (3-6 year olds) staff***Essential Job Functions :

1. **Montessori Curriculum:** Keeps informed and supports the Montessori approach to education in the ME classroom and programs. Prepares the classroom environment for independence & exploration. Cares for all materials and furnishings purchased by RMS for use in her/his class. Ensures that materials in use are kept attractive and clean. Supervises children (indoors and outdoors). Maintains order in the environment. Cleans (i.e. dusting, arranging the classroom, etc.). Devotes the contract-specified hours and days to the ME program. Plans engaging activities for students in their care with a monthly calendar sent home to families.
2. **Student Assessment & Progress:** The Montessori Enrichment Team Member shall make no evaluative comments to parents except under the supervision of the Director of Montessori Enrichment and the Assistant Head of School. The ME Team member may assist in preparing the written Montessori Enrichment progress reports as determined by the Director of ME.
3. **Parent Relations:** Directs parental concerns and questions to the Director of Montessori Enrichment or the appropriate administrative team member. Relays pertinent information and observation to the Director of Montessori Enrichment. Maintains positive relations with parents but does not engage in problem solving specific situations.
4. **Personal Growth & Development:** Attends pertinent staff meetings, as set by the Head of School or the Director of Montessori Enrichment, and other school meetings/functions and lectures directly related to the ME Team member's responsibilities and based on the annual performance review process. A total of 16 hours of Professional Development must be completed each school year.

5. **Administrative Responsibilities:** Completes various forms such as: accident report forms, self-evaluation forms, request for p.t.o. days and professional development request forms etc. in a specified and timely fashion. Notifies the Director of Montessori Enrichment (at least 2 – 12 hours in advance, if possible), if she/he is ill and unable to come to school and contacts a substitute from the Substitute List.

6. **Adherence to the Characteristics of Professional Excellence, policies and procedures of RMS.**

**Knowledge, Skills and Abilities:** Strong oral & written communications, ability to use basic Microsoft software for email and calendaring, ability to use tact when dealing with difficult parent and/or student situations, attention to detail and accuracy, ability to recognize classroom situations with students and bring in support for observation as needed, able to make decisions and work independently, able to solve problems, strong interpersonal skills, exemplary work ethic, positive energy and consistent follow through, understands and demonstrates confidentiality regarding parent and family situations and treats co-workers with respect and dignity.

**Education, Training and/or Experience:** Minimum of two years classroom experience with students at class level assignment. A bachelor's degree and experience in a Montessori setting is desirable. Experience with child care and working with children is a definite plus!

**Certifications, Licenses, or Registrations:** The ME Team member shall complete Dept. of Education required training and certifications. This state requirement is 16 hours of Professional Development each school year.

**Physical Factors:** Primarily a classroom environment, with the exception of carpool or recess duty, field trip chaperoning, and other needs as assigned. Ability to lift 35 pounds is required. Nap shift requires to get up and down off of the floor to sooth children to sleep.

**Working conditions:** On an as needed basis, employees are needed to attend class-room specific and after school functions, community meetings, parent meetings and other times outside the normal schedule.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Richmond Montessori School. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.*