

## **HUB- Upper Elementary & Middle School After-School Staff (Grades 4-8)**

**Part-Time from 3:00-6:00; Monday-Friday.**

**Pay starting at \$18.00/hr**

**About:** Richmond Montessori School (RMS) located in Richmond, Virginia, seeks a dynamic, experienced **Upper Elementary Montessori teacher** to join our growing Montessori community of 320 students ages 18 months-14 years old. Approaching its 55<sup>th</sup> year, RMS provides an authentic Montessori education in a child-centered environment and has remained true to the mission of its founders and the principles of Dr. Maria Montessori. The teacher fully supports the mission of the school: inspiring academic excellence and nurturing human potential.

**Job Description:** The Montessori Enrichment (ME) HUB Team Member is responsible for all aspects related to delivering quality 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. One big aspect of his job is planning fun and engaging activities related to the passions of the students within their group. During HUB students usually do homework which may need assistance from an adult.

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.

### **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.
  
0. **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.
  
0. **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.

0. **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.

0. **Administrative Responsibilities:** Completes various forms such as: accidents 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.**

**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 a licensed child care program standards and working with children is a definite plus!

**Certifications, Licenses, or Registrations:** current CPR and First Aid certification. 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, and other needs as assigned. Ability to lift 35 pounds is required. Engaging in outdoor, physical activities or games.

*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 jobholder's responsibility.*

Interested candidates should submit a cover letter and [this downloadable application](#). (Download the application and fill in the fields. Once completed, save it to your computer and email it to [careers@richmont.org](mailto:careers@richmont.org).)