

**POSITION TITLE: Early Care Staff**

Job Status: Regular, Part-time

Grade/Level: Hourly

Reports To: Assistant Head of School

Early Care Schedule: 7:00am-9:00am

Positions Supervised: NA

POSITION SUMMARY

Early Care Staff will protect the welfare students and facilitate activities during early care hours, 7:00am-9:00am. Early Care Staff facilitate activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori and the McGuffey Montessori School. This position requires love, patience, and respect for children ages 6-13, encouraging them to be independent while modeling appropriate manners and behaviors. Early Care Staff will prepare the daily snack for classrooms before students arrive, 7:00am-7:30am.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Adhere to school safety policies and procedures.
- Actively promote and protect our school culture.
- Willingness to observe classrooms to learn about our school culture and language (paid time).
- Willingness to facilitate activities outdoors in all seasons.
- Prepare daily snack for four classrooms.
- Ensure spaces are impeccably clean and tidy at the end of Early Care.
- Walk students to their classrooms at 8:45am.
- A commitment to checking for McGuffey emails once a day.
- Ability and willingness to work outside in any and all weather conditions deemed safe for students.

SKILLS AND ABILITIES

- Experience working with children is preferred.
- The ability to conform to an established work schedule.
- Effective interpersonal skills with children and adults.
- Knowledge of basic first aid procedures and ability to assist the children in this matter when needed.

Certificates & Licenses: High School Diploma or a general educational development certificate.

Other Requirements: Driver's License, Background Check

WORKING CONDITIONS & PHYSICAL DEMANDS

- Has the mobility required to ensure the safety of children.
- Willing to lead extended outdoor activities in all seasons.

The School has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position description and/or assign tasks for the employee to perform, as the School may deem appropriate.