All Day Children’s House Trained Assistant

**Hours:** Monday - Friday, 9:30am-5:30pm  
**Status:** Full-time, salary + benefits  
**Start Date:** Spring 2020

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 live out their day, while extending the Montessori learning experience.

The All Day Children's House Trained Assistant works in close partnership with the Children's House 2 Lead Guide in supporting children enrolled in our Full Day and Extended Day Children’s House programs. Daily duties include supervising the safety of the children, maintaining and facilitating the indoor and outdoor environments, classroom management, helping the children through the flow of daily transitions, and preparing the Children's House for the next day. The Trained Assistant will oversee a peaceful extended work cycle with some creative freedom to introduce enrichment activities, such as special indoor and outdoor practical life projects, exploration of movement activities, foreign language, art, or music.

The Trained Assistant collaborates with colleagues and the school's leadership in the design and implementation of innovation within the context of the school's overall programs and mission. We seek a talented, AMI-trained individual to become an important part of a passionate and supportive team of colleagues.

**Basic & Educational Qualifications:**
- AMI Montessori Primary Diploma (required)  
- 2+ years experience with children ages 2.5-6 (preferred)  
- First Aid and CPR training (current or within 90 days of hire)  
- Background Clearance

**Additional Qualifications:**
- Exceptional intuitive skills in connecting and building strong relationships with children and families  
- Strong classroom management skills  
- Excellent leadership, communication, delegation, collaboration, and supervisory skills, flexible and open to changes in routine and other variables that come with being part of leading a classroom.  
- Passion and commitment to the Montessori method; possessing the knowledge, skills, and energy needed to maintain AMI standards.

**Job Description (including, but not limited to):**

**Operations**
- **Safety.** The Trained Assistant works with the Guide who is responsible for the safety and welfare of the children. This includes training and supervising children in fire and tornado drills. The Trained
Assistant reports any and all accidents and incident reports at once and keeps current CPR, First Aid, Abusive Head Trauma, and Blood Borne Pathogen training, as well as all trainings required by the Minnesota Department of Human Services, as necessary.

- **Children.** The Trained Assistant is responsible for the physical and mental well-being as well as intellectual and social development of the children at all times. The Trained Assistant will follow a dependable procedure that is cohesive with Montessori pedagogy for conflict resolution in the school. The Trained Assistant models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for ethnic, cultural, gender, and economic diversity.

- **Daily Flow.** The Trained Assistant supports the Guide’s plan of the daily, weekly, and yearly flow of the class according to what is directed by the Montessori training. The Trained Assistant will support routines for transition times such as arrival and departure, lunch, recess, nap, afternoon scheduling, etc.

- **Assessment.** The Trained Assistant will assist in the assessment of each child’s growth towards developmental goals as directed by the Guide and CHMS policy.

- **Special Events.** Trained Assistants are to be present at many school events and are expected to provide occasional childcare for school events during the year.

**Preparing the Environment**

- **Environment Planning and Care.** The Trained Assistant helps to prepare the classroom environment prior to the opening week of school and maintains this throughout the year according to the Montessori principles as outlined by AMI. The Trained Assistant helps to organize and maintain the complete Montessori environment (indoor and outdoor).

- **Material Making.** The Trained Assistant will assist the Guide with material making in accordance with the Montessori training. Materials should be complete, in good repair, and maintained in accordance with Montessori principles of beauty, order, and simplicity.

- **Daily Cleaning.** The Trained Assistant is responsible for overseeing the completion of closing and maintenance tasks each day, including caring for classroom materials, indoor and outdoor environments, cleaning, dishes, and laundry duties.

**Communications**

- **Communication.** The Trained Assistant will communicate regularly and openly with the Guide, Head of School, and other staff members.

- **Meetings.** The Trained Assistant is expected to attend monthly staff meetings.

- **Parents.** The Trained Assistant maintains strong communication and positive relationships with parents, characterized by mutual respect and goodwill.

- **School Newsletter.** The Trained Assistant will write an article for the school newsletter each month.

**Other Responsibilities.**

- **Professional Development.** The Trained Assistant will find and utilize opportunities to grow professionally in accordance with goals set with the Guides and Head of School and are expected to attend, and are supported in attending, professional development opportunities throughout the year.

- **Administrative Responsibilities.** The Trained Assistant is expected to support the school and its leadership to know and follow school policies as described in the Employee and Family Handbooks.

- **General.** The Trained Assistant collaborates with colleagues and the school’s leadership in the design and implementation of innovation within the context of the school’s overall programs and mission.

**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 historic home and across the street from a park and playground.

Our mission is to provide a safe, beautiful and authentic Montessori learning environment; to serve an inclusive community of multicultural and economically diverse families; and to support children in becoming confident, independent, and compassionate members of society.

We are fully recognized by the Association Montessori Internationale (AMI).

Please inquire or send a Resumé and Letter of Interest to:

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