



**Job Title:** Montessori Extended Care Assistant

**Location:** Edinburg, TX

**Department:** Education

**Who We Are:**

The Upper Valley Montessori Society known as The Discovery School was founded in 1973 and strives to provide a unique, child-centered, quality education allowing the child to develop a love of learning based on the philosophy and method of Dr. Maria Montessori, which professes to “Follow the Child”. The ultimate objective of The Discovery School is to develop responsible, self-confident members of society who are respectful of themselves and others, who will develop a positive approach to life and contribute to their community. The Discovery School is chartered as a non-profit 501(c)3 tax-exempt Texas educational corporation, governed by a set of Bylaws and a Board of Directors.

**The Opportunity:**

The Montessori Extended Care Assistant assists in guiding students through the Montessori educational journey before and after school. They support each child to become independent, lifelong learners. This position will work collaboratively and receive functional direction from the Director in order to provide quality Montessori education to each child.

**General Description:**

Under the general direction of the Director, this role assumes responsibility for extended morning and afternoon day of children by utilizing the Montessori philosophy. Work involves organizing and implementing the activities and programs as directed by the Director to ensure students are safely cared for. monitoring and facilitating the progress of each child. The Classroom Assistant is responsible for the safety and well-being of the children while under his/her supervision. The Classroom Assistant is given considerable latitude for initiative and independent judgment in the execution of job duties with the Classroom Teacher’s approval. This person must be approachable and friendly to all staff, children, parents, and visitors.

**Duties and Responsibilities:**

- With guidance from the Director, designs and implements activities and programs following the Montessori methods and philosophy.
- Incorporates a program of classroom discipline that meets minimum standards.
- Keeps required records set forth by the Director.
- Responsible for the care and renewal of the learning environment and materials to reflect order, organization, beauty, and a variety of content.
- Keeps materials complete and in good working order; provides adequate care, maintenance, and storage of materials and supplies.
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- Ensures that school equipment, supplies, and materials are inventoried at the close of each school year. Report any necessary repairs needed and/or replacement materials. Help to pack and store school equipment, supplies, and materials at the end of the school year.
- Responsible for the supervision and training of the children in regard to fire drills, severe weather drills, and other safety drills as directed by the School Director.
- Attends any in-service trainings or professional development as directed by the Director.
- Read professional journals, books and/or articles specific to education, Montessori methods, child development, cultural competencies, etc.
- Completes appropriate work assignments, trainings, and workshops assigned by the Director that will improve the educational well-being of a child
- Ensures classroom is safe, neat, and clean.
- Performs other duties as assigned by the Director.

## **GENERAL QUALIFICATION REQUIREMENTS**

### Experience and Training:

- One to two years of teaching experience in a public or private school program, preferably with early childhood and elementary children.
- First Aid/CPR

### Education

- High school diploma or equivalent required

### Knowledge, Skills, and Abilities

- In depth understanding of Montessori philosophy of education and child development; thorough knowledge of the Montessori materials and their various applications.
- Able to establish and maintain classroom order and discipline by utilizing methods which are compatible with the Montessori philosophy of respect for self and others.
- Knowledge of child development principles including physical, social, emotional, and cognitive stages, issues, and sequences.
- Predominantly warm, patient, calm, compassionate and sensitive to the needs of developing children.
- Must reflect a respect for the child and a positive approach to solving classroom and/or student problems.
- Able to work under conditions requiring emotional stability.
- Able to plan, organize, and delegate work effectively.
- Must be able to take direction and receive constructive feedback, and then implement changes.
- Able to establish effective working relationships with staff, parents, and the public.
- Must have a strong working knowledge of Texas Minimum Standards and SACS as they pertain to our school.
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- Able to communicate effectively in English both in oral and written form with parents, children, and staff.
- Must be able to administer CPR/First Aid as needed.

Physical Ability to be able to perform the full duties of the position:

- Physical condition sufficient to permit full performance of the duties of the position.
- Able to bend and squat throughout the day as needed to help children.
- Able to sit on floor when needed to work with children.
- Able to stand 90% of the time when in the classroom.
- Able to stand 100% of the time when on the playground.
- Must be able to repeatedly lift and carry children.

Additional requirements:

- TB test
- Background check and finger printing

**FLSA Classification:** This is a nonexempt, part-time position.

*The Discovery School is an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in our work and staff. We strongly encourage people from all groups and communities to apply.*