



2 Montessori Way
Camden, South Carolina 29020
Phone: 803.432.6828 Fax: 803.432.6422

Position: Extended Day Afternoon Assistant

Hours: 3:00 - 6:00 PM

Nature of position: The Afternoon Assistant actively participates in a successful extended day program. The Assistant prepares and maintains the environment, programs activities, records observations, plans with the Extended Day Director on a regular basis for the daily activities and offers children options. The Afternoon Assistant works cooperatively with the Extended Day Director and other assistants. The Afternoon Assistant is an observer, facilitator and exemplar. Responsibilities (particularly in the areas of cleaning and restoring the environment) are shared with other afternoon staff members in a mutually satisfying way.

Qualifications: The fully qualified candidate:

- a. Holds a High School diploma or equivalent.
- b. Has completed a "Foundations of Montessori" course offered by a MACTE accredited teacher education program.
- c. Has experience with children at the appropriate level.

General Duties:

- Assists Extended Day Director in maintaining program quality.
 - Supervises the children, prepares and maintains the extended day environment and program activities in keeping with the "Montessori all day" concept.
 - Works cooperatively to ensure smooth transitions.
 - Gives careful attention to rest periods, making every effort to provide a calm and pleasant environment.
 - Restores indoor environments used by Extended Day as well as outdoor environments for the next day before daily departure.
 - Prepares new exercises as requested by the Extended Day Director.
- Assists Extended Day Director in program administration. Assists by executing the schedules for the extended day personnel.
 - Communicates concerns, needs and other pertinent information to the Extended Day Director.
 - Maintains accurate and current attendance records.
 - Requests supplies from the Extended Day Director in a timely manner.
 - Assists in coordinating classroom management, making an effort to foster open communications.
- Demonstrates professionalism.
 - Informs Extended Day Director of absences in advance and arranges for substitutes as necessary.
 - Contributes to the spirit of teamwork in and overall success of the school by showing participatory energy, enthusiasm, and allegiance to MSC.
 - Participates in room, department, and staff meetings unless engaged in Extended Day duties.
 - Assists in establishing and maintaining a pleasant and productive working environment for all adults.
 - Shares responsibility for overall program effectiveness.
 - Attends and participates in school and staff social functions, in-service workshops, and fundraisers.
 - Participates in the debates and offers suggestions in discussions of direction of the school at staff meetings, Annual General Meeting of the Board of Directors, and as other opportunities present themselves.
 - Volunteers to sit on committees.
 - Supports other staff members.

Supervision and feedback: Extended Day Director and Head of School.

Salary: Per the MSC Policy and Procedural Manual