

CVMS+ Aide

Job Description

Position Concept:

The CVMS+ Aide's job is to support the Before/After-school Program and ensure the safety and well-being of the students. S/he should promote Montessori ideals in her interactions with students, families and staff, and serve as a positive role model.

Accountable to: CVMS+ Coordinator and Head of School

Position status: Full or Part-time

Hours: hours stated in the Engagement letter; school year and summer camp positions

Key Responsibilities:

The children are the first priority. The assistant will fulfill the daily requests of the classroom teacher, which may include: working with specific children individually or in groups, performing administrative tasks, taking attendance, making materials, escorting children out of the classroom, supervising snack and lunch, supervising the playground and gym during recess and work on assigned projects and check student work when not needed by the children.

Additional responsibilities include:

- S/he will keep the classroom clean, including areas that the children miss in their weekly cleaning, and tidy the shelves and room every afternoon after school. S/he will replace supplies as needed.
- S/he will arrive promptly and be present during the hours called for in her/his contract. S/he will contact the classroom teacher, as well as administrative assistant, as soon as possible for planned or unexpected absences.
- S/he will limit personal phone calls and texts to family emergencies during classroom hours. S/he will use designated breaks for personal communication.
- S/he will maintain oversight of the classroom and engage or redirect children when needed so that the teacher is free to continue her/his lessons.
- S/he will keep her/his tone, words, and attitude positive. S/he will follow the Peace and Reconciliation Policy in dealing with student misbehavior.
- S/he will take opportunities to familiarize her/himself with the Montessori philosophy and teaching methods, in daily interactions with the classroom teacher and during staff in-services.
- S/he will maintain a positive, professional attitude about the school when interacting with the community at large, respecting the privacy of students and families.