

BEFORE/AFTER CARE ASSISTANT

It is each staff member's responsibility to become familiar with "Essential Elements". "Essential Elements" is a document used to evaluate both classrooms and staff. Updated copies will be provided upon completion and emailed to you upon request. Any questions or suggestions should be directed to the Head of School.

After Care Assistant

A. Qualifications:

1. Prior experience working with children.
2. Embrace the Montessori philosophy.
3. Meet school/state health requirements including CPR and first aid training.

B. General Responsibilities:

1. Abide by the school's policies, procedures and carry out the Head of School's Before/After Care director's directives.
2. Arrive promptly at designated time.
3. Participate in organizing, preparing, and maintaining a clean, aesthetic classroom environment in keeping with Montessori principles.

C. Responsibilities to the Child:

1. Honor the individuality of each child with respect to race, gender, color, creed, national origin and learning style.
2. Demonstrate rapport with, and respect and kindness for, the students.
3. Foster an environment of respect.
4. Protect the privacy and confidentiality of each student.
5. Protect the safety and well-being of the children.
6. Protect the peace and privacy of the children at work.
7. Ensure the proper care, maintenance and respect of all classroom materials. The children are to be brought into this responsibility.

D. Responsibilities to the Before/After Care Director:

1. Support the work of the Before/After Care director through:
 - a) The daily preparation of the environment.
 - b) Classroom management techniques.
 - c) The maintenance of accurate records.
 - d) The supervision of children outside of the classroom such as on the playground.
2. Notify the Before/After Care director of personal difficulties with children, parents, or staff.
3. Report any and all accidents, incidents, or safety hazards at once.

E. Responsibilities to Staff:

1. Demonstrate a rapport with, and respect and kindness for, fellow staff members.
2. Work cooperatively, remain nonjudgmental of staff, and utilize productive communication.

F. Responsibilities to Parents:

1. Establish and maintain respectful relationships with parents while adhering to confidentiality guidelines.
2. Distribute flyers and school communications in a timely manner.

G. Responsibilities to Administration:

1. Notify Head of School of personal difficulties with Before/After Care director.