



Title: Children's House Assistant

Class: Assigned Class

Reports To: Directress

Status: Non-Exempt

Summary: Assist directress in school setting. May help plan activities that promote the social, physical, and intellectual growth of children; maintain classroom records, cleanliness, and orderliness.

Essential Functions:

1. Greet children daily with a smile and "hello." Help children feel welcomed into the Our Nest community.
2. Help maintain a safe, orderly environment for the Our Nest students.
3. Provide supportive role to Directress enabling her to work primarily with children.
4. Maintain (sanitize, straighten or re-supply) the materials that the children need to work with in the classroom.
1. Assist the children with their physical needs, when necessary. Use Cued Speech when needed.
5. Be ready and willing to take on daily assignments, as requested, by supervising directress.
6. Report difficulties in the classroom to directress. Allow all communication about a child's day to the parent come from the directress.
7. Be aware of anything that appears unsafe and remove it or help the child to a safe place in the classroom and/or report to teacher.
8. Be available to the children to interact with them.
9. Consult agbms.org e-mail on a daily basis for special messages and visitors.
10. Attend meetings, as requested, with the Directress, 0-3 Coordinator, Educational Administrator, or Executive Director.
11. Prepare snacks and lunches for the classroom, involving children in the process when appropriate.
12. Prepare environment for naptime.
13. Pursue opportunities for professional growth and enrichment, with approval of administration.
14. Follow established schedule for routine.
15. Maintain a neat, clean and well-groomed appearance.
16. Maintain records of attendance for each student.
17. Communicate and submit reports, as required, to parents, school management, school district, etc.
18. Attend seminars, sessions related to professional development, as well as meetings.
19. Address classroom emergencies in the classroom, such as forgotten lunches and minor accidents.
20. Prepare, administer and grade assignments and tests with an aim of evaluating the progress of the students.
21. Prepare and implement remedial sessions for the children who require extra assistance.
22. Enforce school administration policies.
23. Assist and supervise trips and classroom activities.
24. Follow school policies and procedures, as well as roles and responsibilities plan, as established for position.
25. Other duties as assigned from time-to-time to support and meet school objectives.

Education, Experience and Skills:

1. High School Diploma.
2. Two years of college and Montessori para-professional training (Not needed for Toddler Assistant).
3. Fluency in Cued Speech (within 4 months of hire).
4. Enjoy and be able to work with children, demonstrating patience, kindness, and moral rectitude.
5. CPR/First Aid certified preferred.

Minimum Physical Requirements:

1. Ability to stand and move for 95% of the day.
2. Use of hearing, hands and eyes 100% of the workday.
3. Ability to push, pull, lift and carry up to 50 pounds occasionally during the workday.
4. Assume postures in low level positions that best allow visual contact with children.
5. Ability to bend, stoop, sit on the floor, perform activities with children such as, jump, dance, run, etc. for extended periods of time.
6. Ability to multi-task and able to respond quickly and appropriately to the changing needs of the children.
7. Typical of a classroom environment; exposure to activity and children.
8. Work both indoors and outdoors.
9. Stamina to work all assigned hours.