



Montessori School of Cheyenne

Where exploration fosters a love of learning.

Afternoon Assistant Job Description

Reports to: Assistant Teacher(s)
Lead Teacher(s)
Director/Assistant Director
The President of the Board of Directors

Qualifications:

- Minimum of 16 years of age
- Attending High School/ High school diploma or an equivalent (as determined by the Director)
- Experience working with children in a school setting (preferred)

Responsibilities:

1. Duties of an afternoon assistant-
 - Assisting the Lead Assistant with duties in the classroom
 - Wear inside shoes with the class
 - Care for the children
 - Play and interact with them
 - Stay off of cell phone
 - Serve Snack to the children
 - Count children and perform name to face
 - Check children in and out as needed
 - Greet parents as they enter the classroom
 - The lead assistant is responsible for important communications with the parents. Your job is to greet and help with the children.
 - Practice positive discipline and guidance when directing the children
 - Help create and implement crafts on a weekly basis
 - Come up with ways to entertain and have fun with the children
 - Follow the cleaning checklist in your classroom daily. There are many tasks to be done daily for closing.
 - **Under 18 staff can never be left alone with children**
 - **Use groupme to communicate if you are left alone or need help.**
 - Make sure the children are clean and presentable.
 - Speak with the lead teacher about her expectations of her classroom.
 - Each afternoon staff is on rotation for bathrooms and kitchen. The calendar is in the kitchen. It will also be posted on groupme daily.
 - Bathroom duties:
 - Sweep and Mop
 - Spray sinks with Microban- wipe down
 - Spray and clean toilet with toilet cleaner.
 - Scrub toilet with toilet brush.
 - Use microfiber window cloth to clean windows.
 - Kitchen duties:
 - List is on the fridge.
 - Washing all dishes
 - Putting dry dishes away.
 - Clean out coffee pot

- Wipe off carts
- Wipe down paper towel dispensers
- Fill paper towel dispenser
- Wipe down the front and inside of the fridge(s)
- Wipe down entire sinks including the faucet and handles
- Sweep and Mop
- Please read staff handbook for all policies and more details about your role at MSC.
- Research Montessori philosophy to gain an understanding of what we do at MSC.
- At the end of the day make sure the room is clean and check with your team that all other duties in the school have been completed.
- Smile and have fun! 😊

Each employee, as an important member of the Montessori School of Cheyenne community, makes a positive contribution to the character of our community, helps maintain a respectful and cooperative atmosphere, shares responsibility for the safety and well-being of its members, and cooperates in the administration of MSC policies and procedures.

Cut here and give bottom portion to Admin.

I have read and understand my responsibilities as an Assistant Teacher at the Montessori School of Cheyenne.

Printed Name

Signature

Date

Director Signature

Date