



Preprimary Child Care Director Job Description

Come work with an amazing team of educators at the oldest, Catholic elementary Montessori school in Cincinnati. We are a vibrant and supportive community that nurtures the whole child ... and the whole adult! We've been named a Top Workplace for seven years running.

Job Title: Preprimary Child Care Director

Department: Support Staff

Job Status: Full- time

Proposed Hours: 11:15 am-6:00 pm, Monday through Friday, End of August - End of May

Compensation: Salary is commensurate with experience, education and credentials, according to the school's established hourly rate schedule for childcare workers.

I. Purpose: The purpose of the Child Care Director is to provide daily care for children after their academic day.

II. Qualifications and Requirements

- A. **Education Level:** Bachelor's Degree. **License:** Ohio PK-3rd Grade License
- B. **Experience Desired:** Experience caring for 3 and 4 year old children in a group setting. Knowledge of or willingness to learn Montessori methodology is preferred.

III. Essential Functions/Skills:

- A. Possess knowledge of Early Childhood New Learning Standards.
- B. Provide activities and words that support the Montessori method and philosophy.
- C. Observe and monitor students to guide the program.
- D. Work with teachers and administration to develop a quality program.
- E. Oversee and manage child care workers in the pre primary division.
- F. Establish a professional and supportive relationship with all students, parents, colleagues and administration.
- G. Demonstrate ability to instruct students and manage their behavior.
- H. Meet attendance requirements.
- I. Participate in ongoing professional growth and serve on committees or groups as requested.
- J. Willingness to take classes in communicable disease recognition, child abuse recognition, basic first aid, and Safeparish training as required.
- K. Willingness to interact with children by reading stories, preparing games, creating arts and crafts, monitoring and suggesting playground games, and providing safety at all times.

L. Assist in maintaining playground environment

IV. Physical Requirements: Constant hand-eye and mind eye coordination, standing and walking. Repetitive motion with wrists, hands and fingers. Frequent bending, carrying, hearing, lifting and stooping. Ability to travel to any and all places where student activities and instruction take place. This may involve several minutes of walking from one part of the campus to the other. In some instances, such as emergencies, this may need to be done at a rapid pace. Access to various locations within the building, may involve climbing stairs or ramps, opening doors, and negotiating around furniture and tight spaces. Must be able to communicate and demonstrate basic competence in health care, especially in the care of diabetes, asthma and allergies.

V. Other Requirements: Excellent written and oral communication skills. Ability to work with computers for word processing, spreadsheets, data skills.

VI. Working Conditions: Job requires ability to sit and or stand for long periods of time as well as running, stooping and squatting. Possible exposure to communicable diseases, blood, bodily tissue and fluids. Work is conducted in a controlled comfortable indoor environment and typically ranging weather in outdoor environment. Exposure to chemicals and fumes is a possibility.

VII. Other Skills: Kindness, respect of others, willingness to help out with other school tasks as needed - the children's needs come first

Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

HOW TO APPLY:

Please submit a resume, cover letter, statement of educational philosophy, and three professional references to Kristin Weiss: kweiss@mercymontessori.org

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<https://mercymontessori.org/discover/communityengagement/>

Find out more about our school at www.mercymontessori.org



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7 Years Running