



**Position:** Children's House Extended Day & Aftercare Assistant (Preschool/Kindergarten)

**Description:** Willow Oak Montessori is a collaborative community of professionals passionate about engaging every child in an inspirational and equitable individualized learning journey. The **Children's House Extended Day & Aftercare Assistant** will be eager to take their cues from their co-workers and will take the initiative in offering assistance where needed most, with the ultimate goal of helping ensure that our school is a safe, happy, and comfortable place for all students to learn.

**Employment Classification:** Instructional Support

**Contract Type:** Full Time (11:30 am-5:30 pm); 10 months (mid-August to mid-June)

**Reports To:** Head of School/Children's House Director

**Requirements:**

- High School Degree
- NCDHHS Criminal Qualification Letter (WOM will help in obtaining)
- Adaptable, proactive, and positive nature
- Availability that corresponds to the schedule
- Basic understanding of and interest in the Montessori philosophy
- Current CPR/First Aid certification (WOM will help in obtaining)

**Preferred:**

- Associate's or Bachelor's Degree
- Teaching license/certificate
- Previous Montessori experience
- An understanding of positive discipline techniques

**Key Responsibilities:**

- Ensure that students remain peacefully engaged throughout the afternoon in activities that are intentionally prepared for children that are 3-6 years old.
- Assist with the napping routine, outdoor play, attendance, and dismissal/sign out.
- Support children in respectful use of materials.
- Assist with keeping the indoor and outdoor environment tidy and clean.
- Assist children with social and personal hygiene skills, as needed.
- Share any observations regarding student development with the Lead Teachers.
- Model integrity, curiosity, responsibility, creativity, and respect for all persons, as well as an appreciation for racial, cultural, and family diversity.

- Interact professionally and positively with other staff members and parents.
- Comply with Willow Oak Montessori's Confidentiality and Conflict of Interest policies.
- Comply with all policies and procedures included in the WOM personal policies and Family Handbook.

**To apply:** Email your resume to [careers@willowoakmontessori.org](mailto:careers@willowoakmontessori.org) and fill out the online application at <https://www.willowoakmontessori.org/career-opportunities>