

Highland Community School Job Description

Position: Program Assistant

Reports to: Program Director

General Description:

Highland Community School is a community of diverse families and educators working together to offer quality Montessori education in a nurturing environment that enriches, empowers and inspires children to reach their potential and encourages parents to become responsible for and involved with their children's education. Our Children's House Extended Day Care Kids (CHECK)/After school program runs from 11am – 6pm, Monday through Friday. The Program Assistant understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

Essential Duties and Responsibilities:

- Communication – A program assistant models for the children the same communication style of the program lead teacher. This includes choice of phrases, words, tone, and volume. He or she supports the children in the mediation of their disagreements through age-appropriate critical questions. He or she determines through observation when to intervene and when to let the children solve problems in their own ways. The program assistant maintains high expectations for social interactions and is aware of the flow of these interactions through observations of the movement and conversations of the children. A program assistant maintains a clear and defined boundary when speaking with parents always referring them back to the lead teacher.
- Classroom – One of the main roles for the assistant is the maintenance of the Montessori classroom. This maintenance includes, but is not limited to: restocking necessary classroom materials in accordance to the lead teacher's guidance; maintaining all materials clean and set in the order that the lead teacher first placed them on the shelves; making new materials and/or replacing damaged home-made materials as requested by the lead teacher; replenishing copies or paper needed in the different areas of the classroom, as well as making copies as requested by the lead teacher; cleaning sinks, refrigerator, microwave and any other appliance in accordance to the guidance of the program teacher.
- Professional Expectations – A program assistant is expected to meet a certain professional expectation that includes, but is not limited to: being consistently on time for outside duties, as well as other duties assigned throughout the building; checking and

responding to emails and other school internet communication in a timely manner; dressing appropriately to the setting and activity to be carried out on a particular day following the guidance of his/her classroom lead teacher; consistently following school procedures such as clocking in and out in the morning, for lunch time and the evening; selecting appropriate channels for conflict resolution and for voicing any concerns; and observing proper use of any electronics including personal cell phones.

- Initiative & Problem Solving – A program assistant will maintain appropriate records and submit reports in a timely fashion per lead teacher’s directive; develop workable solutions to most problems independently; go beyond assigned tasks to support the school environment when appropriate; help students to create solutions to their own problems and move toward independence; seek out resources to support his/her own growth in understanding child development and Montessori principles; and support and cooperate with peers.
- Other – Complete all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, Toddler Program Guide, and the Charter Contract between Highland Community School and Milwaukee Public Schools. Performs related work as required.

Qualifications:

- High school diploma. Some college preferred.
- Ability to effectively communicate and work well with students, parents, school personnel, and the community.
- Ability to seek guidance and desire to learn.
- Desire to work with children and support adults that teach the children.
- Montessori background or exposure desired, but not required.