



# Highland Community School

*A parent-directed, Montessori charter school*

## ***Highland Community School Job Description***

### **Position: Floating Assistant**

### **Reports to: Executive Director**

### **General Description:**

This position requires flexibility, patience, and respect for each unique classroom environment and child. The ideal candidate has experience working with children, knowledge of best practices, and a general understanding of Montessori educational methods. The goal is to assist to the best of your ability wherever needed on a daily basis. The person 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:**

- Substitutes in the event of a teacher, assistant, or other staff person's absence as needed.
- Keeps abreast of staff outages via the Staff Outages calendar on Basecamp or the dry erase chart in the Main Office.
- Becomes familiar with the emergency plans in each classroom or area of the building he/she is working.
- Regularly reads and responds to Highland emails including Basecamp activity.
- Uses the Procure kiosk to clock in and out of work and transfer to appropriate departments when necessary.
- Assumes all duties of the regular staff person in his/her absence, including maintaining attendance sheets, playground, lunch, nap duty, and all other duties assigned to that position.
- Maintains normal classroom routines, procedures, and discipline policies.
- Spends the entire assignment working with and for the children. No personal work should be done, including cell phone use.
- Maintains a positive learning atmosphere in the classroom. Disruptive student behavior in class is not acceptable. If serious student behavior problems occur, assistance should be sought from a lead or neighboring teacher or an appropriate staff member.
- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) on appropriate forms for the purpose of communicating information to appropriate personnel and parents.
- Complies to state licensing rules and standards at all times including accurately maintaining tracking sheets, sanitizing work surfaces, and maintaining staff/child ratios.

- Maintains a clean work environment ensuring equipment and materials are kept in good condition. Encourages children to do so as well.
- Maintains good public relations and open communication.
- Exhibits a calm demeanor even in the event of stressful situations.
- Reports to the Program Director in the event there are no staff outages for assignments which may involve filing, cleaning, organizing, etc.
- Completes all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. He or she will perform related work as required.

**Qualifications:**

- Must be at least 18 years old.
- Have experience working with children in a similar environment.
- Certified in First Aid, CPR & AED or certified within 30 days of employment.
- Ability to lift at least 70 lbs and have full range of body movement.
- Regular attendance and punctuality are essential functions of this position.
- Pass a criminal background check.
- Must have Shaken Baby Certificate or have taken the Introduction to Childcare
- Take a TB test and Physical before beginning work.
- Be engaged positively and effectively with children.
- Ability to carry out lesson plans.