



Position Title: Part-time Program Assistant

Department/Program: Paid Programs

Reports To: Paid Programs Director

FLSA Status: Hourly, Non-Exempt

Employment Type: Part-Time, school year, hours vary based on assignment

Position Summary

The Part-time Program Assistant supports the school's licensed wraparound programming by helping provide a safe, engaging, and well-organized environment for students during before school and/or afterschool hours. This role assists with student supervision, daily routines, recreational activities, and program operations while maintaining compliance with state licensing requirements and school policies. The Program Assistant works collaboratively with program staff to support a positive and structured environment for students across multiple age groups and program settings.

Essential Duties and Responsibilities

Classroom Support & Environment

- Assist in maintaining a clean, organized, and well-prepared classroom environment.
- Support the setup, maintenance, and replenishment of classroom materials under the direction of the Program Director.
- Help ensure classroom spaces and shared areas are safe, clean, and in good condition.
- Support daily routines, including transitions, activities, outdoor play, snack, and dismissal.

Student Supervision & Support

- Support the safety and well-being of students at all times.
- Support indoor and outdoor supervision in accordance with the daily schedule and safety requirements.
- Assist in fostering positive peer interactions, independence, and appropriate behavior.
- Reinforce classroom expectations using positive discipline practices aligned with Montessori principles.
- Model respectful communication style using appropriate phrases, tone, words, and volume.
- Assist students, as appropriate, with daily routines such as dressing, toileting, and transitions while promoting self-care skills.

Program Activities & Engagement

- Engage actively with children during play, activities, and transitions.
- Facilitate recreational activities, games, crafts, and enrichment opportunities appropriate to the program setting and age group.
- Encourage participation and engagement among students with varying interests and needs.
- Adapt to varying daily program needs, student groupings, and staffing assignments.

Program Operations & Compliance

- Maintain accurate records, including attendance in accordance with program and licensing requirements.
- Follow all safety regulations (e.g., name to face verification, group headcounts during transitions, safety drills, etc.).

- Document and report behavioral incidents and accidents in a timely manner in accordance with school procedures and communicate them to the Program Director by the end of the school day.
- Maintain compliance with all licensing requirements and school policies.

Professional Responsibilities

- Arrive on time and prepared for each workday.
- Attend staff meetings, professional development, in-service days, and required trainings.
- Participate in ongoing professional development in early childhood education to meet annual licensing requirements.
- Review written and electronic communication daily to stay informed of school updates.
- Perform duties in alignment with school policies and licensing requirements and adapts to reasonable changes in assignments, schedule, or work setting to support program operations.

Program-Specific Responsibilities

Before School Program (7:00 am – 8:15 am)

- Assist with student arrival and ensure that all students are clocked into the attendance software.
- Oversee a smooth transition for students attending the breakfast club program (7:45 am – 8:15 am), including documenting on the transition log and escorting students as appropriate.
- Help facilitate a successful transition to the school day for all students at 8:15 am.

After School/Toddler After School Program (3:30 pm – 6:00 pm)

- Assist with the end of school day transition and ensure that all students are clocked into the attendance software upon arrival to the program.
- Assist with snack preparation and service in accordance with MPS nutrition guidelines.
- Ensure students are properly transitioned to staff members as shifts end or ratios are met, and that all students are picked up by an approved adult at the end of the program.

Required Qualifications

- High school diploma or equivalent.
- Ability to work effectively with young children in a supportive and structured environment.
- Strong communication and collaboration skills.
- Willingness to learn and take direction from program leadership.
- Ability to meet all state licensing requirements, including background checks and required health screenings.
- CPR/First Aid certification (or ability to obtain within 30 days of employment).
- Demonstrate alignment with the school's mission, vision, and values through professional conduct, respectful communication with students, families, and staff, and consistent adherence to school policies and expectations.

Preferred Qualifications

- Some college coursework in early childhood education or a related field
- Prior experience working in a childcare or school setting.
- Montessori experience or exposure.
- Experience supporting students with diverse learning, physical, or social-emotional needs.

Key Competencies

- Reliability and consistency in supporting program operations.
- Positive, patient interactions with young children.
- Ability to follow direction and contribute to a team environment.
- Initiative in supporting classroom needs while respecting role boundaries.
- Willingness to learn and grow in early childhood and Montessori practices.

Working Conditions & Physical Requirements

This position is performed in a school environment with regular interaction with students, staff, and families. The role requires the ability to perform the essential functions of the position with or without reasonable accommodation.

Physical requirements of the role include:

- Frequent bending, kneeling, reaching, and floor-level engagement with children
- Sitting, standing, and moving throughout the classroom for extended periods
- Ability to supervise students in classrooms, outdoor spaces, and common areas
- Using a computer and other standard office equipment
- Occasional lifting, carrying, or assisting children and materials up to 50 pounds
- Ability to communicate effectively in person, by phone, and in writing

The school will provide reasonable accommodations to enable qualified individuals with disabilities to perform the essential functions of the position.

Our school is committed to creating a respectful, inclusive workplace that reflects the diversity of our community. We encourage individuals from all backgrounds to apply.