

# COLLEGE OAK MONTESSORI SCHOOL



## Classroom Aide Job Description

Submit a resume and cover letter to: [info@collegeoak.org](mailto:info@collegeoak.org)

### Hours:

Monday – Thursday (32 hours or less)  
In classroom, with children 8:00 am to 3:00 pm  
Set up / clean up approximately 45 minutes / day  
30 minute lunch plus breaks

### Qualifications:

- At least 6 Early Childhood units with proof of enrollment in additional units
- Current first aid / CPR training (preferred, but we also provide class every other year)
- Mandated Reporter training certificate
- Food Handler Certification

### Job Duties:

- Work directly with classroom lead guide and assistant guides
  - Communicate with lead guide to ensure clear understanding of procedures, expectations, and classroom / school guidelines
  - Follow lead guide for how classroom functions
- Maintain classroom environment
  - Provide safe and clean classroom environment including dusting, cleaning works and shelves on regular basis
  - Communicate with lead guide if materials need replacement or cleaning supplies are needed
- Work with children in classroom
  - Under guidance of lead guide, supervise / observe during “work-time” as the children choose individual work
  - Demonstrate respect for children, adults, environment and materials
  - Demonstrate and communicate clear expectations of classroom procedures for children
  - Allow children freedom to explore classroom environment at their own pace within classroom safety guidelines
  - Care routines (diapering/toilet training, snack/lunch, etc.)
- Work with children in outdoor environment
  - Supervise children on playground or outdoor yard to insure physical and emotional well-being

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- o Follow school guidelines for playground supervision (rules for various structure, etc)
  - o Monitor environment for potential safety hazards and take steps to correct
  - o Interact with children, while also allowing them freedom to move and interact with other children and staff
  - o Supervise various areas of the outdoor environment.
- Work cooperatively and respectfully with parents
  - o Refer parents to lead guide if asked about specific child or if concerns arise
  - o Communicate concerns and information to head teacher
- Work cooperatively, supportively, and respectfully with administration and staff
  - o Follow guidelines and procedures adopted by school administration and board regarding various policies including, but not limited to, sick children, safety, food (snacks and lunch).
- Maintain professional demeanor regarding all aspects of school (administration, staff, classrooms, children, families, etc.)
  - o When problems or concerns arise, communicate with person(s) involved to resolve