

Marin Montessori School – After School Care (ASC) Coordinator for Primary 3 – 6 year olds

### **About Marin Montessori School**

Marin Montessori School is a coeducational independent school that presently serves 270 students, Toddler level through the 9th grade, on two beautiful campuses (Corte Madera and San Rafael). Recently celebrating its 50<sup>th</sup> anniversary, MMS has deep roots in Marin County and has helped nurture generations of children and families. Students, parents, teachers, and alumni are passionate about the school's mission and continued success.

Candidates should be caring, responsible, creative and organized. The primary role is to manage the after school program for our 3 – 6 year olds, though there is also playground and lunch supervision earlier in the day. Our goal for this program is to create a “Montessori home environment” within a classroom, where children can engage in various activities, including art, baking, cooperative board games, and other materials. Children also spend time outside in our wonderful play area. This person works closely with a support assistant.

### **Job Duties**

- Managing all aspects of the ASC program
- Supervision and care of children
- Preparing and rotating activities and materials
- Following all safety and school procedures
- Assisting with playground and lunch duties
- Other tasks as assigned

### **Requirements**

- Candidates must have a minimum of 6 Early Childhood Education (ECE) units, actively working toward 12 units
- A knowledge of Montessori preferred
- Excellent verbal and written communication skills
- A current and valid California Driver License with a clear driving record
- Must submit to Live Scan fingerprint testing through the Department of Justice
- Current CPR and First Aid certification a plus
- Must have ability to lift 25 pounds without assistance
- Site Supervisor Permit preferred but not required

Marin Montessori School offers a competitive salary, great benefits, and beautiful surroundings.

Start date is August 22, 2016. Hours are 11:00 am – 6:00 pm, Monday – Friday.

Interested candidates should send a cover letter and resume to [hr@marinmontessori.org](mailto:hr@marinmontessori.org).