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Learning Assistant, As-Needed (Santee)

The Learning Assistant is a classified, non-exempt position with Community Montessori Charter School which is operated by Element Education, Inc. Under the direct supervision of the classroom instructor, the Learning Assistant supports and promotes the mission, vision, objectives and policies of CMCS. The Learning Assistant assists in supervising the children at all times ensuring their safety and well-being.

Essential Functions

Student Learning and Support

1. Assist in the supervision of small and large groups of children in a variety of developmentally appropriate activities, including lunch, both in the classroom and outdoor environment, being aware of safety factors
2. Assist in the organization of Montessori learning environments and a daily schedule of developmentally appropriate activities for students that include attention to development of literacy, mathematical thinking, scientific thinking, artistic and creative expression, physical-motor development, including gross and fine motor skills, social/emotional development, and multicultural experiences
3. Assist in the observation and documentation as well as the written assessment and evaluation of children's growth and development
4. Under the direction of the instructor, assist in preparing classroom materials; assist in ordering instructional supplies and equipment, and in taking classroom inventory; repair and stock materials as directed
5. Assist the instructor in creating a classroom culture in which students welcome challenge, demonstrate respect, and take ownership for actions; uses positive discipline that is effective; allows freedom within limits
6. Assist children with hygiene procedures as necessary; observe and evaluate the health needs of children and advise supervising instructor
7. Operate a variety of equipment as directed by the instructor. Examples include computers, projectors, record/CD players, tape recorders, laminating machines and kitchen appliances.

Professional Behavior and Development

1. Attend staff and planning meetings and workshops
2. Establish and maintain cooperative and effective working relationships with others
3. In collaboration with School Director, Regional Manager, and supervising instructor, plan for own career growth and ongoing professional development
4. Models appropriate classroom behavior and respect for others
5. Observes confidentiality

Club M Leader (if applicable)

1. Design afterschool curriculum for students
2. Lead afterschool activities and supervision of enrolled students
3. Sign club Montessori students in and out
4. Assists the Regional Manager in matters relating to school security
5. Assists the Regional Manager in various community-related programs
6. Organizes and keeps track of daily attendance
7. Greets visitors and guests, answers phone, and delivers mail

- All other duties as assigned
- Learning Assistants must not use their personal vehicle for school business.

Knowledge, Skills, & Abilities

1. Familiarity and commitment to the mission and educational philosophy of Maria Montessori
2. Commitment to student learning and success for all students
3. Basic health, safety, and nutrition requirements of students
4. Ability to maintain records as directed by supervisor
5. Ability to maintain confidentiality regarding staff, families, and students
6. Demonstrate considerable knowledge of computers and all aspects of the Microsoft Office Professional software programs
7. Demonstrated ability to work under pressure and make deadlines
8. Ability to communicate clearly and concisely, both orally and in writing
9. Demonstrates good judgement, approachable and professional, solid problem solving and logical thinking skills, ability to handle multiple tasks, self-motivated, and well-organized
10. Ability to establish and maintain effective relationships
11. Must exercise emotional maturity in communicating with students, parents, and staff
12. Work independently with minimal supervision

Requirements

1. First Aid/CPR/AED certification
2. Proof that employee is free of active tuberculosis (i.e. TB risk assessment, TB test, chest X-ray, etc.)

Salary: \$14.04 -21.78

FLSA Classification: Non-Exempt

Work Schedule: Determined by School Director

Location: Santee, CA

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, speak, see, and hear well enough to communicate by telephone, electronically, in person, and in the classroom. Employee must also regularly be able to write, file, type, and operate a computer, telephone, general office equipment, and classroom equipment. While in the classroom, the employee is also regularly required to extend arm with upper extremities to write on white board which may require neck rotation to look back at the class. The employee is frequently required to stand and walk throughout the classroom while maneuvering in tight spaces as well as frequently kneel, stoop, or crouch when working with classroom equipment, helping students, etc. A moderate amount of work is completed on electronic mobile and desktop devices. The employee will occasionally sit for an extended period of time which is done at a desk with forward bending from the waist, leaning on forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., occasionally or frequently, depending on the day. Employee might occasionally move materials and classroom furniture to manipulate the classroom layout and be able to lift and carry up to 35 lbs.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, and dust. Noise level is moderate to loud.

Element Education is an Equal Opportunity / Affirmative Action Employer.

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