

## Job Description

**Job Title:** Part-Time Extended Day Teacher, PreK-K

**Department:** Support Staff

**Job Status:** Part time

**Proposed Hours:** 11:30am - 4:45pm

**Starting Date:** August 17, 2015

**Compensation:** Salary is commensurate with experience, graduate education and credentials, according to the school's established hourly rate schedule for teachers. The application deadline is June 27, 2015.

**I. Purpose:** The purpose of the Extended Day teacher is to provide daily care for the children in the extended day program.

### II. Qualifications and Requirements

- A. **Education Level:** Bachelors Degree
- B. **Experience Desired:** Three (3) years in a similar position.
- C. **Physical Requirements:** Constant hand-eye and mind eye coordination, standing and walking. Repetitive motion with wrists, hands and fingers. Frequent bending, carrying, hearing, lifting and stooping. Ability to travel to any and all places where student activities and instruction take place. This may involve several minutes of walking from one part of the campus to the other. In some instances, such as emergencies, this may need to be done at a rapid pace. Access to various locations within the building, may involve climbing stairs or ramps, opening doors, and negotiating around furniture and tight spaces. Must be able to communicate and demonstrate competence in health care, especially in the care of diabetes, asthma and allergies.
- D. **Other Requirements:** Excellent written and oral communication skills. Ability to work with computers for word processing, spreadsheets, data skills. Knowledgeable of protocols for low and high numbers for sugar levels, use of an epi pen, manage care of small cuts, abrasions, wounds, bone sprains, breaks. Training in and understanding of health practices. Skills in human relations, leadership, overall health management. Provide health assessments.  
Screens and evaluates findings for deficits in vision & hearing. Observes the child for development and health patterns in making a nursing assessment and nursing diagnosis. Identifies health findings, which do not fall within the normal range. Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students. Plans and implements school health management protocols for children with chronic health problems, including the administration of medication. Develops procedures and provides for crisis intervention for acute illness and injury.
- E. **Working Conditions:** Job requires ability to sit and or stand for long periods of time as well as running, stooping and squatting. Possible exposure to communicable diseases, blood, bodily tissue and fluids. Work is conducted in controlled comfortable

indoor environment and extreme conditions outside. Exposure to chemicals and fumes are a possibility.

### **III. Essential Functions/Skills:**

- A. Has knowledge of Early Childhood New Learning Standards.
- B. Lessons and words support the Montessori method and philosophy.
- C. Observes and monitors students to guide the program.
- D. Working with teachers and administration to develop a quality program.
- E. Establishes a professional and supportive relationship with all students, parents, colleagues and administration.
- F. Ability to instruct students and manage their behavior.
- G. Meets attendance requirements.
- H. Participates in ongoing professional growth and serves on committees or groups as requested.
- I. Willing to take classes in Communicable Disease recognition, Child Abuse recognition and basic First Aid.
- J. Willing to interact with children by reading stories, preparing games, creating arts and crafts, monitoring and suggesting playground games.

### **Other Skills**

Kindness, willingness to help out with other school tasks as needed - the children's needs come first in this building

Respect of others, no drama

Collegial disposition

Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in such position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

*Please submit a resume, cover letter, statement of educational philosophy and three professional references by email to Patty Normile, Principal of Mercy Montessori at [pnormile@mercymontessori.org](mailto:pnormile@mercymontessori.org). Find out more about our school at [www.mercymontessori.org](http://www.mercymontessori.org). We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.*