



City Garden Montessori School

School Support Specialist for the 2021-22 School Year

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, **public school** environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

Located in St. Louis, City Garden is in its 14th year as a charter school, having received a second 10 Year Charter with the state of Missouri in 2017. We began in 2008 with 53 students; we now have 380 children in preschool through eighth grade. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children and holistic Montessori education, rooted in equity and social justice.

City Garden has attracted support from [the Opportunity Trust](#), and the [Chan-Zuckerberg Initiative](#) has published a [case study about City Garden's innovative model](#).

School Support

City Garden Montessori School is seeking candidates with experience to fulfill the position of School Support Specialist. We're searching for an enthusiastic individual to help our staff in delivering the high-quality learning experiences we're known for. The ideal applicant for this position must possess maturity, strong interpersonal skills, and the ability to establish and maintain connections with the students and families.

Under the direction of the Assistant Principal, the School Support Specialist serves as a "floater", filling in wherever needed each school day. This requires a person who is both experienced, and comfortable, in a role that can change from day to day.

The Most Exciting Part of the Job

- Act as a "utility player" throughout the building to provide support such as:
 - o A student who needs supervision
 - o Traffic support during daily pick-up
 - o Front desk support
 - o Providing help in preparing for a school event
 - o Assisting as a member of the emergency team during crisis

- Assist with daily food service
- Serve as a positive, nurturing guide for students
- Model professional and ethical standards when dealing with students, parents, staff, and community, following and upholding school rules and standards
- Coordinate activities for students in after-care
- Participate in professional development activities (both within the school community and attendance at conferences, workshops, etc.)

Responsibilities

General School Support

- Provide classroom support on a daily basis to lead teachers
- Provide behavior support as needed
- In-house substitute Assistant Teacher in classrooms as needed
- Safely supervise students in both instructional and assessment activities in and out of the classroom

Lunch Service

- Assist the Food Service Coordinator with preparation/cleanup of food service areas (no cooking required)
- Accepts delivery of food at specified location
- Prepare plates of food for students and staff
- Delivers lunch to classrooms

Before-Care/After-Care

- Facilitate activities for students
- Keep accurate attendance records following check-in and check-out procedures
- Safely supervise students indoors and outside, using good judgment in dealing with situations – behavioral, safety, instructional, etc.
- Communicate with supervisory staff and parents/guardians about their student(s)

Qualifications

- High School graduate, Associate's degree preferred
- Have at least two years of experience working with Elementary age students in a school or other supervised setting (YMCA, community center, day camp, etc.)
- Be flexible to adapt to the changing nature of the work
- Be resourceful and a good problem-solver
- Demonstrated ability to work cooperatively with others
- Willingness to assume any responsibilities appropriate for the position
- Understanding of basic principles of childhood development
- Current First Aid and CPR certification
- Demonstrated commitment to equity and anti-biased/anti-racist principles
- Effective communication skills with adults and children

The full job description may be downloaded [HERE](#).

->It is important that you read our COVID-19 Vaccination Policy [HERE](#).

What We Offer

- Ongoing professional development
- Opportunity to contribute to the only high quality public Montessori program in St. Louis
- For those with an interest in pursuing a career in elementary education, a chance to get some great experience in a classroom environment

Benefits

City Garden offers a range of benefits for Full-time employees such as:

- Generous Paid Time-off (Fall, Winter and Spring breaks, holidays, and additional days)
- Paid Health Benefits (Medical, Dental, Vision and Life Insurance)
- Pre-Tax savings for family health premium costs
- Retirement Plan

Schedule

Hours: Flexible schedule that may start as early as 6:00 am or may end as late as 6:00 pm, dependent on daily assignment, Monday through Friday.

Length of Work Year: September to May (10 month contract), up to 195 days per year, including but not limited to professional development, parent/teacher conferences, and preparatory work

Compensation

This is full-time, 10 month academic year position. This non-exempt position offers a pay range is \$16.00 to \$18.00 per hour.

To Apply

Submit your resume and cover letter, which highlights why you are interested in this position, to jobs@citygardenschool.org

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.