



City Garden Montessori School Part Time School Assistant

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we have strong academic outcomes. 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, antiracist 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 students.

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](#) recently released a [case study](#) about City Garden's innovative model.

Part Time School Assistant

We are seeking an individual to assist with the daily onsite needs of school administration. Whether stepping into the classroom to give breaks to teachers and teaching assistants, filling in at the front desk, or helping the school principal with other duties, the School Assistant's role is vital to the daily operation of the school.

Under the direction of the Assistant Principal, the School Assistant 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

Acting as a “utility player” throughout the building to provide support such as:

- A student who needs supervision
- Traffic support during daily pick-up
- Front desk support
- Providing help in preparing for a school event
- Assisting as a member of the emergency team during crisis

Qualifications

- High School graduate, Associate’s degree preferred
- Have at least one year of experience working with students/children 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
- Working knowledge of Google Suite, Zoom, and other online applications
- Be grounded in racial equity and have strong alignment with anti-bias, antiracism values
- Effective communication skills with adults and children
- Able to pass a background test
- Disclosure: As of September 2, 2021, all employees must be fully vaccinated against COVID-19.

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

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.

Compensation

This position is Part Time with a pay rate of \$15.00 per hour.

To Apply

Please apply by submitting your resume 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.