



City Garden Montessori School

Part Time School Assistant

[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.

At City Garden we are **redefining public education**, reimagining community, and reinvigorating our world.

City Garden is a community-centered and people-centered organization in an exciting point in our growth and expansion. Ours is an environment that celebrates vulnerability and centers humanity in the workplace. To learn more about City Garden's impact on the community, please read some recent articles about us, found [HERE](#) and [HERE](#).

School Assistant

City Garden Montessori School is seeking candidates with experience to fulfill the position of Part Time School Assistant. We're searching for enthusiastic individuals to supporting our teaching and administrative staff.

Under the direction of the Building Operations Manager, the Part Time 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.

Responsibilities

The following represents a summary of the responsibilities of this position. A detailed job description, may be downloaded [HERE](#).

General School Support

- Provide daily classroom support as needed
- Safely supervise students in and out of the classroom
- Serve as a positive, nurturing role model for students
- Act as a "utility player" throughout the building, providing support as determined by the Building Operations Manager and school administration. Some examples of this:
 - A student who needs supervision
 - Traffic support during daily pick-up
 - Front desk support
 - Providing help in preparing for a school event

Before-Care/After-Care if assigned

- 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

- Loves working with kids!
- Dependability – our students need us to be there for them
- High School graduate with at least 12 hours of post-secondary education, 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
- Demonstrated ability to work cooperatively with others
- Willingness to assume any responsibilities appropriate for the position
- Demonstrated commitment to equity and anti-biased/anti-racist principles
- Effective communication skills with adults and children

Compensation

This position is a non-exempt hourly position, with no benefits. The hourly rate is \$15.00.

To Apply

Submit your resume and include information about which shift you are available to work, to this [LINK](#).

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.