



ASSISTANT EXTENDED DAY TEACHER

Job Description

(Revised December 13, 2022)

Clementine Montessori is a small school nestled in Center City Philadelphia. Our mission is to nurture a community of learning, kindness, and independence amongst our young students. It is the school's objective to create a safe, engaging, and inspired learning environment grounded in the philosophy of Dr. Maria Montessori. We strive to build a diverse community of learners and recognize the uniqueness of each child.

Clementine's Extended Day Teachers work closely with our Extended Day Coordinator and the other members of the Clementine staff to support the mission and vision of the school by providing an instructional program that cares for the individual needs of each child in accordance with the school's mission and vision.

The following are requirements of prospective candidates:

- Knowledge and experience of working with children between three and six-years of age.
- Good oral and written communication skills.
- Good organizational skills with the ability to multi-task.
- A self-starter and team player.
- Has received COVID vaccination and boosters.

The following experiences would be preferable but are not required:

- Knowledge of, or interest in, the Montessori philosophy.
- Worked in a classroom setting.

This is a ten-month part-time non-exempt position with the opportunity to continue through the summer months. The daily hours are from 11:30AM to 6:00PM or from 2:30PM to 6:00PM.

The Assistant Extended Day Teacher

- Understands and promotes the school's mission, vision, objectives, and policies.
- Provides an instructional program that supports the individual needs of each child in accordance with the school's mission and vision.

A. Daily Responsibilities

1. Supports the instructional practices to facilitate after-school Studio activities to meet the needs of both a group and individual students.
2. Assists the co-lead teachers during the afternoon work cycle.
3. Follows the child by adapting instructions to meet their unique learning needs.
4. Empowers children to take ownership of their learning and help instill independence.
5. Provides a classroom atmosphere where children work collaboratively and independently.
6. Asks questions that supports the development of critical, independent, and creative thinking.
7. Allows time for reflection by children about their work and learning both individually and within a group.



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B. Classroom Environment/Management

1. Assists in preparing the classroom environment.
2. Helps maintain a clean, orderly, and attractive environment, including the care, maintenance and replenishment of classroom materials and equipment.
3. Creates a safe, secure, learning environment by showing appreciation and respect for the individual differences and unique needs of each member of the learning community.
4. Models and teaches conflict resolution and problem-solving strategies in the classroom.
5. Is consistent and clear with logical consequences to help children independently manage issues.
6. Fosters a classroom community that provides continuity in rules and expectations for behavior.
7. Supervises children at all times in a proactive manner.

C. Communication

1. Is responsive, respectful, and professional in all communications.
2. Seeks out information to clarify questions.
3. Proactively addresses and communicates issues of concern to fellow teachers and Head of School.
4. Protects the privacy/confidentiality of each student and family in the school community.
5. Communicates and shares with the Extended Day Coordinator classroom happenings.
6. Participates in school functions, including but not limited to parent education opportunities and family events.

D. Professional Responsibility

1. Continually reflects on and refines classroom practices.
2. Collaborates in professional manner with all members of the school community.
3. Reads journals, books, articles to support teaching practices in the classroom.
4. Attends and contributes to meetings, discussion groups and committees.
5. Adheres to guidelines and policies as established in the employee handbook.
6. Attends opportunities for professional growth as required by DHS (12 hours).