



## Assistant Toddler Extended Day & Staff Support Clementine Montessori School – Fairmount, Philadelphia

Clementine Montessori is a small, welcoming school in Fairmount, Philadelphia. Our mission is to nurture a community of learning, kindness, and independence among our students. Guided by the philosophy of Dr. Maria Montessori, we create a safe, engaging, and inspired learning environment, celebrating the uniqueness of every child.

### Position Overview

We're looking for a passionate Assistant Toddler Extended Day & Staff Support team member to support our after-school program and provide additional support in both our Primary and Toddler classrooms during the day. The ideal candidate will work closely with our Extended Day Coordinator and staff to create meaningful learning experiences, foster independence, and nurture each child's academic, social, and emotional growth in a safe, engaging, and supportive environment.

### Skills and Qualifications

- Experience working with children ages 18 months to 3 years
- Strong oral and written communication skills
- Excellent organizational skills, flexibility, and ability to multitask
- Self-starter with strong teamwork skills
- Classroom experience preferred
- Interest in Montessori philosophy preferred

### Extended Day Responsibilities

- Assist in facilitating individual work and group play.
- Adapt instruction to meet the unique learning needs of each child.
- Encourage independence and ownership of learning.
- Foster collaborative and individual learning experiences.

- Promote critical, independent, and creative thinking through thoughtful questioning.
- Provide time for student reflection on their work and learning.
- Assist Extended Day teachers with student dismissal procedure.

### Classroom Support Responsibilities

- Maintain a clean, organized, and engaging classroom environment
- Ensure all classroom materials are cared for and replenished
- Foster a safe, respectful atmosphere and model positive conflict resolution
- Maintain consistent behavioral expectations and proactively supervise children
- Support lunch, recess, nap, and daily transitions
- Assist with afternoon work cycles and support nap routines
- Help prepare snack for Extended Day

### Professional and Communication Expectations

- Communicate respectfully and professionally with colleagues, students, and families.
- Maintain confidentiality of student and family information
- Clarify questions and address concerns proactively with the Extended Day Coordinator and Head of School.
- Participate in school events, parent education, and community-building activities.
- Reflect on and refine teaching practices regularly.
- Collaborate professionally with all members of the school community.
- Attend meetings, discussion groups, and school committees as needed.
- Follow guidelines and policies outlined in the Employee Handbook.
- Complete required professional growth hours as mandated by DHS (12 hours/year).

## Hours

- 10:00 AM – 6:00 PM or 2:30 PM – 6:00 PM
- Part-time, 12 month position

## Why Clementine?

At Clementine Montessori, you'll join a dedicated, close-knit community committed to nurturing each child's unique potential. As part of our supportive team, you'll have the opportunity to deepen your understanding of Montessori philosophy and pedagogy, collaborate with passionate educators, and make a meaningful impact on students' academic, social, and emotional growth in a safe, creative, and engaging environment.