



MONTESSORI SCHOOL OF FLAGSTAFF

We are currently accepting applications at the Montessori School of Flagstaff Westside Campus for the 24-25 academic year Aftercare Program Coordinator. Qualified applicants should be enthusiastic about learning about the Montessori Method while working in a professional education setting with students aged 3-kindergarten. **This is a full time position, M-F 9:30am-5:30pm. Candidates must be able to commit to the contractual school year of July 30th, 2024-May 23rd, 2025.**

Our campus serves a close knit community of teachers, families, and children deserving of professionalism and dedication. Interested applicant should be a reliable team player who can take direction well.

General Information

- Applicants should have prior experience working with children aged 3-6 or in education.
- Applicants should expect to be on their feet most of the day, and be willing to assist children with occasional potty accidents (though students at our school are already potty trained).
- The assistant teacher must have an ability to adapt and be flexible in day-to-day duty changes as needed, as well as an openness to taking direction in the moment.
- The ideal candidate should have experience working with or directly planning programs for children, as this person will be responsible for creating a Late Day / Aftercare program curriculum including themes, daily structured activities, etc.
- The position includes classroom management during the Montessori work cycle, assisting during transition times, covering teachers' breaks, monitoring lunch, recess and naptime, helping students go down for nap, completing a set list of chores each day, and leading our aftercare program.
- A successful teacher will have extreme patience, with the ability to give numerous gentle reminders, encouraging the child to do their best.
- Applicants should be energetic, engaging, warm, flexible, organized and love working with children.
- Applicants should have the ability to keep up with the needs and high energy of young children. In addition, extreme patience and respect for children is necessary.
- Fingerprint clearance card and first aid CPR training required upon hire.



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- Please visit our website www.flagmontessori.com for more information about our school.

If interested, please submit a letter of interest and resume to us through Indeed.

Job Type: Full-time

Pay: \$18.25 - \$20.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- High school or equivalent (Required)

License/Certification:

- IVP Fingerprint Clearance Card (Required)
- CPR Certification/First Aid (Required)