Daily routine for Afternoon Assistant Teacher

12:00 noon-1:15 pm – Teacher arrives and sets up for lunch.

Teacher helps assist with the lunch routine when children come in at 12:10 from playing outside. He/she helps children wash their hands, open their lunches and place their food on plates. Teacher sits with the class and socializes with children and other teachers during lunch. Teacher is invited to eat a quick lunch at this time. Teacher assists children with cleaning up their lunches and tables and then begins the process of lunch clean up as children are finishing up. This consists of loading the dishwasher, doing a final clean of the tables, checking the floors and sweeping if necessary.

1:15-3:30 - Teacher assists other teachers with needed tasks. This includes material making, repairing materials, cleaning classroom shelves and assisting the other two teachers as needed.

3:30 -5:45 Teacher monitors any sleeping children while working on material making or room preparing. They take direction from the lead teacher who has returned to the classroom after all the afternoon children have been picked up by their caregivers.

When children awake teacher will offer comfort and assist child with any toileting needs or bodily needs. The teacher takes them outside to play on the playground if weather permits and then returns to the classroom to have a snack and play until their caregiver arrives to pick them up. If children are hungry when they wake up then this order may be reversed. During the time when they are not having snack or playing outside the teacher allows the child to work with the materials in the classroom following the rules which will be explained in depth by the lead teacher. If desired by the child, the teacher will engage them in activities such as reading books, doing a simple project, or playing a game. When their caregiver arrives the aftercare teacher greets them and assists the child in cleaning up any work or activity, assists them in gathering their outside clothing and lunchbox and seeing they are safely out the door with their caregiver. When all children have left the aftercare teacher will assist the lead teacher with any cleaning or room preparation necessary for the following day.

After teachers will always be in the presence of another adult on site. If this other adult is outside then they will be in contact by phone should any need arise on either end. The aftercare teacher’s responsibility is to care for the children while in the presence of the lead teacher who is doing record keeping or school administration business.

Opportunities:

This candidate will have an opportunity to learn about the Montessori philosophy and materials, attend a paid Montessori workshop, and work with a wonderful group of young children and their families. A weekly afternoon shift from 1:30 to 3:00 may be available if desired.

Qualifications:
Applicant must pass a background security check with the State of Michigan. They must be highly motivated to work with children, other teachers and desire to work in a Montessori environment. A Bachelors or Associates degree is appreciated but not necessary.