



*Guiding children to reach their full potential  
and divine purpose.*

Are you looking for an engaging, nurturing, and Catholic environment to work in? Are you wanting to discover your legacy or begin a new journey in the education of children to make a difference in the world?

**Children's House Assistant**

St. Monica's Montessori in Fargo, ND, is seeking a Children's House Assistant for the 2023-2024 school year. Applicants should be willing to embrace Montessori Pedagogy, enjoy children ages 3-6, as well as faithfully practicing the Sacraments of the Catholic Church. Please send a cover letter and resume by to Scott Blackwood, Director of School, at [stmonicasmontessori@gmail.com](mailto:stmonicasmontessori@gmail.com) to apply.

Position Description and Qualifications listed below.

## **Position Description**

### **St. Monica's Montessori**

**Position Title:** Children's House Assistant

**Reports to:** Principal

**Receives work direction from:** Children's House Guide or Principal

**This position is:** Full-time, 40 hours/week position during the school year

**FLSA:** Exempt: Professional – Teacher

**Schedule:** 8:00 AM to 4:30 PM

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**Purpose of Position:** Be present to supervise children and assist the Children's House Guide on school contact days from 8:00 AM to 4:30 PM or alternative hours as specified by the employment offer letter or with the express permission of the Principal.

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#### **School Mission**

*Combining the truth, beauty, and goodness of the Catholic faith with the genius of Montessori philosophy, we guide children to discover, enjoy, and attain their divine mission in this life and the next. Our students thrive in an environment that values wonder, discovery, community, and independence. The generosity of the community as a whole joins integrally in this task of forming the next generation of children, ensuring families of all income levels have access to a premier education.*

\* **GENERAL RESPONSIBILITIES:** Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Fargo Diocese, such that it can embarrass the Church or give rise to scandal.

#### **1) REPRESENTATIVE RESPONSIBILITIES:**

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork within the staff and community.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.

D. Maintain professional standards of confidentiality.

**2) DUTIES.** The Children's House Assistant will.....

A. Share responsibility for the care and maintenance of classroom materials, dusting and cleaning the environment, refilling supplies, and properly storing all classroom supplies as directed by the Classroom Guide.

B. Perform light janitorial work in the event of accidents, i.e. spills, bathroom accidents, illness, etc.

C. Make sure the environment is safe per the school's risk management and emergency plans and in line with governmental and accreditation requirements. Be aware of and help maintain the environment to keep children with allergies safe.

D. Report and document any accidents/incidents and behavior issues and share needed information with the Classroom Guide and/or Principal.

E. Work with individuals or small groups of children as directed by the Classroom Guide or Head of School. May be required to substitute as needed.

F. Keep current attendance records and help in the daily observation and recording of children's work.

G. Supervise daily recess and dismissal.

H. Meet with the Classroom Guide weekly to discuss student and environment needs.

I. Understand, share, and accept the responsibility for the safety and well-being of the children at all times.

J. Direct all parent communication to the Classroom Guide.

K. Work with catechists to assist in the faith formation of children.

L. Attend and help supervise at school functions outside of the school day and/or off campus as required.

M. Help plan, organize, and supervise activities and events that occur during the school day.

N. Support the school's mission, purposes, and objectives in a positive manner to parents and outside constituents.

O. Assist the Principal with recruitment efforts including the welcoming of parent and student visitors.

P. Attend monthly staff meetings, assistant meetings, workshops, and professional development opportunities as required by or in consultation with the Principal.

Q. Work with the Classroom Guide to complete necessary organizational tasks, i.e. birthday celebrations, snack and pantry stocking, and classroom celebrations.

3) Examples of Specific Daily Duties:

A. Prior to children arriving:

- i. Prepare classroom per the Classroom Guide's guidelines
- ii. Make copies and prepare materials as needed.

B. Greet children in hallway as they arrive. Help them become independent with coats, shoes, boots, etc. Monitor school uniform requirements.

C. Take daily attendance.

D. Join initial circle and prayer as time permits.

E. Help children settle into work.

F. Observe children in work areas and redirect as needed.

G. Atrium or specialist supervision—when directed by the Classroom Guide

H. Monitor daily recess.

I. Participate in and/or lead daily Scripture reflection and Prayer.

J. Supervise afternoon clean-up.

K. Assist with afternoon dismissal. Be sure to stay present with students until all children have been picked up.

L. Participate in daily after-school cleaning duties.

- i. Check children's chore completion.
- ii. Disinfect toilets and sinks in bathrooms.
- iii. Check for wet/dirty towels and replace with dry/clean ones.
- iv. Check and refill soap trays and dispensers.
- v. Refill any necessary materials for work or cleaning.
- vi. Any other activities for work or cleaning.

M. Meet weekly with Classroom Guide to discuss student and classroom needs.

**Responsibilities:** While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

Title: Children's House Assistant

Date: February 2023

### Qualifications

1. Adhere to the mission of St. Monica's Montessori School.
2. Be a practicing Catholic, or at least open to a Catholic environment
3. Have or build an understanding of the Catechesis of the Good Shepherd and work with trained catechists in the faith formation of children. Trained catechists preferred.
4. Have an understanding of the Montessori philosophy of education. Certification from the AMI or AMS Montessori Assistants' Course preferred.
5. Love God and desire to share their faith with others.
6. Love children and desire to help them in their personal character, virtue, and faith development.
7. Be able to discipline children positively with gentleness, firmness, and consistency.
8. Be able to maintain a positive working relationship with other staff, especially the Children's House Guide.
9. Be able to maintain strong relationships with parents; characterized by mutual respect, goodwill, and with the understanding that parents are the primary educators of their children.
10. Maintain professionalism in speech, dress, action, and confidentiality.
11. Educational background
12. Ability to satisfactorily pass a criminal background check.

### Mental Demands

1. Dependable and punctual
2. Demonstrated ability to work well with others
3. Confidentiality, integrity, and honesty
4. Strong communication skills
5. Ability to follow all guidelines of the Staff Handbook
6. Ability to be pleasant and service-oriented even when exposed to negative influences
7. Keeping supervisor and others informed
8. Maintaining a positive and helpful attitude at all times, even during difficult times

### Physical Demands

1. Work hours as required per week
2. Maintain a sitting or standing position for long periods of time