

WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL

POSITION: ADOLESCENT COMMUNITY FACILITATOR

Description:

Willow Oak Montessori is a collaborative community of professionals passionate about engaging every child in an inspirational and equitable individualized learning journey. As a key member of the Adolescent Teaching Team, the Adolescent Community Facilitator will take initiative in offering assistance where it is needed most, with the ultimate goal of helping to ensure that our adolescent community is a safe, happy, and comfortable place for all of our students to learn.

Employment Classification: Instructional Support

Contract Type: Part-Time (20-25 hours per week); Hourly

Position Reports To: Lead Adolescent Teachers

Requirements:

- High School Degree
- Understanding of adolescent development and passion for working with adolescents
- Adaptable, Proactive, and Positive Nature
- Flexible Availability during school hours
- Basic understanding of and interest in the Montessori philosophy

Preferred:

- Previous experience with adolescents
- Associates or Bachelors Degree
- Teaching License/Certificate
- CPR and/or First Aid certification
- Previous Montessori experience
- Applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team

Key Responsibilities:

Supporting the Adolescent Environment/Classroom Systems

- Support the Adolescent environment by helping to maintain the physical environment and preparing materials, as needed.
- Assist in the maintenance of classroom records (filing, tracking documents, etc.)
- Assist with the checking of work and signing off on student work plans.
- Facilitate communication between the Adolescent Teaching Team and parents.
- Facilitate communication between the Adolescent Teaching Team and other staff members in the school community.

Supporting the Adolescent Students

- Cultivate a safe and nurturing environment for all students, paying particular attention to the barriers that students and families from traditionally disempowered populations face in fully participating in our community.
- Support lead teachers in reinforcing classroom agreements and community guidelines in a positive manner.
- Support students' needs in all areas - physical, emotional, social, and intellectual.
- Prepare missed assignments for absent students and review them with students upon their return.
- Work with students individually or in small groups, as requested by the Lead Teachers.
- Provide general support to keep students engaged in their work, based on the expectations communicated at the beginning of a class work period.
- Supervise students during recess, transitions, and outings, as needed.

Professionalism

- Collaborate with colleagues to mentor and support one another to improve teacher effectiveness and equitable student outcomes.
- Maintain a professional attitude toward students, parents, faculty, and the community at all times.
- Strive to be a desirable example for students in attitude, action, speech, and dress.
- Maintain confidentiality regarding all children, families, faculty, and the school as stated in the Willow Oak Montessori Confidentiality Agreement.
- Comply with all policies and procedures included in the Personnel Handbook, Student Handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society Code of Ethics and the Code of Ethics for North Carolina Educators.
- Engage in a continuing education program of study.