

WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL

POSITION: AFTER SCHOOL COUNSELOR AND OFFICE ASSISTANT

Description: Willow Oak Montessori is a collaborative community of professionals passionate about equitably inspiring every child in an individualized learning journey. The After School Counselor/Office Assistant works closely in partnership with the After School Program Coordinator and other Counselors to implement a stimulating and creative after school program that is consistent with the Montessori learning environments that our students experience during the school day. S/he will be responsive to student needs and interests, using a variety of activities and materials to maintain student engagement and reinforce healthy choices. The After School Counselor/Office Assistant will also assist the Business Manager and Office Administrator in maintaining an organized, efficient, and responsive main office environment. S/he will exhibit a positive, optimistic attitude; treat all students in a fair and equitable manner; and communicate effectively with parents, colleagues and the community. S/he will embrace diversity, create a learning environment that fosters respectful interactions with peers and adults from all cultures and belief systems, and prepare students to become independent and responsible global citizens.

Classification: Instructional and Operational Support

Contract Type: Full-Time (40 hours per week; 10am-6:30pm Monday-Friday, with half-hour lunch)

Contract Term: Academic Year

Position Reports To: After School Program Coordinator and Business Manager

Requirements:

- High School diploma from an accredited institution
- Strong organizational and interpersonal communication skills
- Experience working with children

Preferred:

- Experience working with children in after school/summer camp programs
- Familiarity with and appreciation for the Montessori philosophy of child development
- Applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team

Responsibilities:

After School Program Implementation

- Collaborate with After School Program Coordinator to implement an after school program that is aligned with our community values and the principles and spirit of our Montessori learning environments.
- Assist in the preparation and maintenance of a clean and aesthetically-pleasing physical environment in partnership with others who share the space.

- Assist in the delivery of a variety of activities for students, striving to align activities to student interests while promoting movement and other healthy choices.
- Work collaboratively with members of our Diverse Learning Community Team to ensure that students at risk or with special needs are accepted, respected, and served equitably in the least restrictive environment possible.

Office Administration

- Answer incoming telephone calls, responding to basic inquiries and directing calls to the appropriate employees, as necessary.
- Greet visitors to the school politely in accordance with school safety policies.
- Accept delivery of a variety of items (i.e., mail, packages, supplies, files, etc.) and distribute to intended recipients in a timely manner.
- Assist the Office Administrator in maintaining the school office in a clean and organized manner.
- Assist in the filing of documents in accordance with school policies and applicable laws.
- Assist the Business Manager, Office Administrator, and Head of School with a variety of clerical tasks, including filing, data entry, copying, scanning, faxing, mailings, phone calls, etc.
- Assist with first aid needs and safely clean and dispose of potential biohazards in accordance with school policies.

Parent Relations

- Establish effective working relationships with all students and their families, paying particular attention to the barriers that students and families from traditionally disempowered populations face in fully participating in our community.

Professionalism

- Demonstrate and model respect for diverse cultures, family structures, and religious beliefs.
- Maintain accurate, complete, and correct records as required by law and school policy.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities throughout the program.
- Attend faculty meetings and perform other tasks/responsibilities that may be assigned by the Head of School.
- Collaborate with colleagues to mentor and support one another to improve 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.