



Position: On-Call Sub

Reports: Director of Operations

Job Status: On-Call as Needed / Non-Exempt

Salary Range \$21.00 - \$23.00 per hour

The Portland Montessori School (TPMS) is a non-profit community that educates children ages 15 months through 12 years. For over 60 years, we have specialized in Montessori Education adhering to Montessori principles of AMI while focusing on teaching life and social-emotional skills.

We prioritize strong relationships that enhance our school's resources for families and staff, center people and their experiences, and are committed to a culture of belonging, collaboration, and appreciation.

TPMS is committed to the following values as we inspire future leaders.

- Provide high-fidelity **Montessori** education for all
- Invest in people to develop a passion for **lifelong learning**
- Lead **advocacy** efforts that **impact** educational policies
- Create **connected community**
- Develop culturally responsive, **equitable, and inclusive environments**

### **Job Summary:**

The On-Call Program Assistant is responsible for implementing the Montessori approach throughout the school, including in the classroom, hallways, playground, and studio. This role involves creating a warm, nurturing, and safe environment for children, where their individuality is respected and independence is encouraged. The On-Call Program Assistant exhibits patience and respect toward children and is a role model for appropriate manners and behaviors.

### **Essential Functions/Responsibilities:**

- Regularly communicate with the Operations and Enrollment Coordinator to receive the on-call schedule.
- Assists in the care and classroom management of the children as outlined by school policies and classroom teams.

- Assists in maintaining a clean, orderly, and engaging physical environment.
- Establishes and maintains cooperative working relationships with children, parents, and co-workers.
- Refers any questions from parents regarding disciplinary issues or other classroom concerns to 1. The Guide 2. Director of Education 3. Head of School
- Supervises children during classroom, recess, rest, bathroom support, transitions, and aftercare activities.
- Leads small groups in activities as necessary.
- Actively participates in aftercare and summer camp activities.
- Report any unusual occurrences to the appropriate person.
- Constructively collaborates with colleagues in providing the children with a 'prepared environment'.
- Keeps common areas such as the children's bathrooms, laundry room, and storage closets clear, clean, and tidy.
- Reports to the classroom leaves, and returns from breaks promptly, according to the daily schedule.
- Participates in all in-service training and meetings.
- Assists at school-related events as needed.
- Other duties as assigned.
- Support the school in various locations based on its scheduling needs.

**Key Working Relationships:**

1. Director Of Operations - Direct supervisor
2. Operations Coordinator
3. Guide
4. Classroom Assistant
5. Director of Education

**Minimum Education, Skills, and Abilities**

- Excellent interpersonal, communication, and organizational Skills.
- The ability to guide children through redirection and affirmative words.
- Must have experience with children in the age range of 15 months to 12 years.
- Treat children and others with respect, sensitivity, kindness, and dignity in all situations.
- The willingness to consistently model appropriate respectful courtesies.
- Ability to take initiative and to fulfill assigned duties without constant direction.
- Establishes and maintains cooperative working relationships and supports schedule changes.
- Ability to work with integrity and make decisions independently.
- Individuals should be able to exercise a high degree of collaboration and confidentiality.

- Ability to work collaboratively with a diverse group of individuals.

**State & School Requirements and Training:**

- Knowledge and understanding of current Oregon rules and regulations, per the Department of Early Learning and Care
- Must be registered with the Criminal Background Registry
- Pediatric CPR, AED, and First Aid for Children, Infants and Adults.
- Recognizing and Reporting Child Abuse & Neglect (RRCAN)
- Introduction to Child Care Health & Safety (ICCHS)
- Prevention Is Better Than Treatment (PBTT)
- Safe Sleep for Infants (SS)
- Foundations For Learning (FFL)
- 24 total training hours per calendar year, 8 of those must be in Child Development