



Position: Program Assistant
Reports: Director of Education
Job Status: Full-Time / Non-Exempt
Salary Range \$21.68 - \$23.00 per hour
Hours: Monday - Friday 9:15 am- 5 pm

Morning: Classroom Support
Afternoon: Nap Room Support
After school: Aftercare Support

The Portland Montessori School (TPMS) is a non-profit community that educates children ages 15 months through 12. 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**

The Portland Montessori School seeks an enthusiastic, warm, and experienced Program Assistant to join our team. Our school provides a loving, nurturing, safe, and stimulating environment that promotes each child's social, emotional, physical, and cognitive development. Program Assistant support guides in implementing engaging activities and educational programs aligned with the school's mission and vision.

Job Description:

- Ability to think quickly and clearly, remaining calm during stressful situations.
- Ability to maintain confidentiality.
- Displays a high level of integrity, dependability, and adaptability.

Responsibilities:

- Provide additional assistance and coverage for breaks, planning times, and absences.
- Implement daily classroom routines as needed, following the center's curriculum and programming that stimulates each child's development.
- Supervise a group of children and create a warm, loving, and nurturing environment that encourages learning and development.
- Constantly focus on the well-being, health, and safety of children.
- Clean and sanitize equipment and toys daily according to hygiene procedures and participate in maintenance and housekeeping duties within the classroom, playgrounds, and common areas.
- Help maintain an attractive, fun, clean, interactive, and orderly classroom that encourages children to create, play, learn, and explore.
- Follow policies and procedures regarding medical and dental emergencies, short-term exclusions of children, and the handling and storing of medication.
- Cultivate positive relationships with children, families, parents, staff, state licensing authorities, volunteers, and other stakeholders.
- Contribute to the overall effective operation of the school.
- Attend all required staff meetings, workshops, and school functions.
- Support the school with events as needed.
- Comply with all rules, regulations, procedures, and protocols established by the school and applicable local, state, or national regulatory agencies regarding health, safety, emergency procedures, and child care.
- Complete light kitchen duties as needed.
- Perform other duties as assigned.

Skills and Abilities:

- Knowledge of child growth and development, as well as developmentally appropriate practices for children ages 15 months to 12 years.
- Ability to work with children from diverse backgrounds and levels of ability to help them achieve their developmental and educational goals.
- Understanding of the social, emotional, and creative needs of young children.
- Passion for the care, safety, and development of children.
- Strong written and verbal communication, collaboration, and interpersonal skills.
- Nurturing, outgoing, positive, patient, team-oriented, with a strong passion for teaching young children through positive role modeling.
- Ability to organize, coordinate, and direct a variety of activities.
- Good judgment and decision-making skills.
- Ability to work independently and perform with minimal supervision.

Physical and Environmental Requirements:

- Ability to lift to 40 pounds.
- Ability to frequently lift, carry, and hold children.

- Capability to walk, sit, and stand for prolonged periods.
- Frequent and repetitive stooping, stretching, bending, kneeling, pushing, and pulling.
- Willingness to use an Epi-Pen in emergencies.
- Ability to work a flexible schedule.
- Capability to perform cleaning duties.
- Work in childcare settings both indoors and outdoors.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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