

## Marin Primary & Middle School Job Description

Title:            Preschool After School Program Assistant, Snack Manager, and Preschool Assistant  
Reports to:    Preschool Director  
Hours:          10am-6pm (with thirty-minute unpaid lunch break), Monday through Friday (37.5 hours)

The Preschool After School Program Assistant works with the Preschool After School Program Manager from 3:00-6:00 p.m. every day with children who stay after the end of the regularly scheduled school day. The program includes children from every preschool class. The position extends the rich and diverse program of the school day in a manner that is flexible and appropriately meets the needs of children at the end of the day.

The Preschool and Primary Snack Manager coordinates the snack program for preschool, primary and middle school, orders snack and organizes and distributes snack. The position also includes ordering other kitchen and cleaning supplies as needed. The position requires the completion of the ServSafe California Food Handler certification paid by the school.

The Preschool Assistant position also includes other responsibilities, including classroom coverage during prep time for teachers and administrative support for the preschool director.

### **Duties and Responsibilities**

#### **I. Preschool Afternoon Program Assistant**

- Assist Preschool Afterschool Program Manager from 3:00 p.m. – 6:00 p.m.
- Implement curriculum for Afterschool Program
- Ensure accurate and timely end of day communication with parents, conveying information from classroom teachers
- Support closing of the preschool at the end of the day; secure doors and windows, clean up kitchen, make sure classrooms used are ready for cleaning crew

#### **II. Snack Manager (Preschool – 8<sup>th</sup> grade)**

- Order snack supplies for preschool - 8<sup>th</sup> grade, distribute and organize snacks
- Order other kitchen and cleaning supplies as needed
- Complete and maintain ServSafe California Food Handler certification

#### **III. Preschool Assistant**

- Assist the Director as needed, such as monitoring and replenishing supplies
- Assist with classroom coverage as assigned by preschool director
- Assist with lunch setup as needed

Teachers at MP&MS have a deep understanding of early childhood development and education, engage in a caring, supportive and positive manner with children, families, and colleagues, maintain high standards, and promote a love of learning.

## **General Preschool Staff Responsibilities**

- Provide for the physical and emotional safety and well-being of all students at all times by maintaining a safe and secure environment in which students can grow in autonomy and in the ability to learn, work, and play together.
- Design and implement programs to actively engage students in making connections, solving problems, and thinking independently.
- Create an inviting, organized, and developmentally appropriate learning environment that reflects the learning objectives of the class and grade level.
- Build relationships in which each child feels understood, nurtured, and challenged, and within which each child's emerging identity is respected.
- Create a positive relationship with parents to facilitate the exchange of information necessary to ensure the child's progress.
- Ensure the dignity and worth of each member of the community in an environment that fosters respect, understanding, and acceptance of differences; model appropriate and ethical behavior.
- Collaborate enthusiastically with a team of faculty, staff, administrators, and parents to nurture children both inside and outside the classroom.
- Participate actively in faculty meetings and work collaboratively with colleagues on committees and through other means to further the development of the school's program.
- Demonstrate punctuality and reliability of attendance, absence reporting, and other such demonstrations of professional courtesy and responsibility.

## **Educational Requirements**

This position requires completion of a bachelor's degree and a preferred minimum of six Early Childhood Education (ECE) units necessary to meet State of California Preschool licensing regulations. Current enrollment toward the completion of six ECE units accepted as well.

## **Physical Requirements**

In the course of a workday in the MP&MS preschool, a teacher should expect to:

- Sit, Walk, Stand
- Lift and carry up to 35 pounds on a routine basis, or up to 50 pounds in emergency situations
- Bend from the neck or waist
- Squat, Climb, Kneel, Crawl
- Twist from the neck or from the waist
- Withstand exposure to noise, which may be excessive on occasion
- Use both hands for a variety of tasks, including:
  - Pushing, pulling, grasping, fine manipulation, using a keyboard
  - Reaching, both above and below shoulder level

## **In addition**

- Most tasks require visual perception and discrimination.
- Some tasks require oral communications ability.
- Some tasks require the ability to perceive and discriminate sounds.

The frequency with which any teacher may need to use any of the skills and physical requirements listed above will vary. However, any of them may be necessary at any time in an emergency, and there are some situations in which one or more may be necessary for an extended period of time.

*MP&MS is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment. MP&MS also makes reasonable accommodations for employees with disabilities and for employees who request an accommodation for pregnancy, childbirth, or related medical conditions.*