



## Assistant, After School Care

**Job Title: Assistant, After School Care**

**Reports To:** Coordinator, After School Care Program

Oak Hill Montessori Community School is looking for persons to assist with after-school care for our primary and elementary school programs, who possess the skills and abilities necessary to implement our school's Mission.

**Oak Hill Montessori Community School Mission:**

*Preparing every student for tomorrow by nurturing the love of learning today.*

**About Oak Hill Montessori Community School:** Oak Hill Montessori Community School (OHMCS) opened as a public Montessori school in the Fall of 2021. Located in Shoreview, OHMCS offers authentic Montessori education to children 16 months to 8<sup>th</sup> Grade. We are proud to provide a different point-of-view in education; driven by the motivation of students. We present challenging academics while equally valuing social skills.

Visit [ohmcs.org](http://ohmcs.org) for more information.

Children's after-school programming is offered Monday-Friday during the academic year, from 7:45 - 8:45 a.m. and from 3:30-5:30 pm. Assistants are also given the opportunity to staff conference days as well as holidays and spring breaks as time and interests allow.

**Desired Qualifications:**

- Positive attitude and a genuine love for working with children
- Previous experience working with children in a group setting
- Physical play with the children: 45 minutes of every day is spent outside, including the winter months
- A dependable, helpful, open-minded, energetic, and caring approach to the workplace

**Preferred Qualifications:**

Teaching experience or enrollment in education coursework.

**Salary & Benefits:** Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position. Hourly wage starting at \$19.00.

**How to Apply:** Persons interested in applying should send an email to [admin@ohmcs.org](mailto:admin@ohmcs.org) with the following application materials attached:



- Cover Letter
- Resume
- Unofficial Transcripts

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director.

Final appointment to this position will be contingent upon completion of a criminal background check.

**Application Deadline:** Applications will be reviewed on a rolling basis upon receipt; all positions will remain posted until filled.