

KMS Substitute Staff

Job Description

(updated May 2020)



Kennebec Montessori School provides children with an educational program, rooted in the philosophy of Maria Montessori, that nurtures a love of learning and fosters respect for self, others, and the environment. KMS is the oldest Montessori school in the state of Maine; the only non-denominational, alternative Elementary school in the greater Waterville area; and accredited by the American Montessori Society since 2007.

The Kennebec Montessori School is growing their team of substitute staff to cover the absence of teachers and staff in the classrooms and enrichment programming. Substitutes may support multi-age classrooms in Primary (ages 3-6), Lower Elementary (Ages 6-9) and Upper Elementary (ages 9-12) as well as Before or After Care programs on an as needed basis. Coverage allows our staff at KMS to attend professional development opportunities. Substitute work opportunities may be provided on short notice; flexibility is extremely helpful. Successful substitutes will be a warm, resourceful and reliable team member who appreciates children and can assist them in self-directed learning and play. Indoor and outdoor supervision of children may be required. All training will be provided on-site.

Duties and Responsibilities:

- Work as a team with the Head Teachers, Assistant Teachers and staff to provide a calm and pleasant learning environment for children ages 3 to 12
- Share responsibility for the safety and well-being of students at KMS
- Perform tasks necessary to maintain a clean, orderly and attractive classroom and play yard
- Foster an environment of cooperation and community, based on the Montessori philosophy
- Model excellent language and communication skills

Basic Qualifications:

1. Experience working with children essential;
2. Reliable transportation;
3. Knowledge of Montessori is highly desirable.
4. Must complete a background check and provide appropriate documentation

Additional Information

- Position based in Fairfield, Maine.
 - Hourly, part- time position
 - Position is on an as needed basis to support coverage
 - Hourly Rate is \$12

Please submit a cover letter and resume (in one file) to erika@kennebecmontessori.org with "Substitute Staff" in the subject line. No calls please.

The Kennebec Montessori School is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, gender identity or expression, religion, national or ethnic origin, disability, marital status or sexual orientation in administration of its educational policies, admission or hiring policies and other school administered programs.