

**MONTESSORI SCHOOL OF MAUI  
EXTENDED DAY TEACHER  
JOB DESCRIPTION**

**POSITION**    Extended Day Teacher

**DESCRIPTION**

The Extended Day Teacher assists the children in their transition from the individual classroom environments to the Extended Day setting. The environment is thoughtfully prepared to meet the needs of the particular age group and engage the children in enjoyable activities, both indoors and outdoors.

**QUALIFICATIONS**

- High School Diploma and CDA credential and 6 months experience, or
- Some college coursework with credits in Child Development/Early Childhood preferred
- Current CPR and First Aid Certification
- Meet State of Hawaii Licensing regulations

**RESPONSIBILITIES**

*The following items are in addition to specific tasks assigned by the Head of School*

- Responsible for the safety and physical well-being of children, who must be supervised at all times. Must be capable of independent supervision of the children.
- Responsible for maintaining a clean and orderly environment and keeping track of supplies allocated to the Extended Day Program
- Preparation, service and cleanup of daily snack
- Responsible for the facilitation of activities, classroom management and the modeling of conflict resolution when disagreements arise
- Ability to effectively communicate with parents regarding their child's participation in the Extended Day Program
- Prompt arrival and excellent attendance are crucial. Any anticipated tardiness or illness must be reported to the Business Office Manager as soon as possible so that appropriate staffing of the program is assured
- Ability to lift 50 pounds from ground to chest
- Maintain confidentiality in alignment with the school's policies and procedures