



CLASSROOM SUPERVISOR

JOB DESCRIPTION

The Administrative Assistant provides support to the Executive Director with daily tasks. The schedule outside of these hours will be determined by the Executive Director.

Administrative Assistant:

- Supervise students during staff breaks and act as a substitute teacher when needed.
- Assist staff in the preparation and cleaning of the classroom environment (sorting materials, replacing supplies, maintaining an inventory of materials.)
- Preparing records and paperwork for classrooms (student records, accident/discipline reports/fire drills).
- Assist the Executive Director with administrative duties (filing, preparing documents for staff and families etc.)
- Provides support to deliver bills and payments to vendors.
- Maintain communication with families throughout the year (events, policies, enrollment, registration, queries).
- Assist with society fundraising initiatives
- Maintain social media accounts (Facebook, instagram, and society website)
- Other duties as required

Classroom Supervisor:

The administrative assistant will be directed to one of our three classroom locations (downtown or Ecole Itlo) should the need for supervision arise. This will be determined by the Executive Director.

- Staff members together prepare and maintain the environment for Preschool/Elementary aged children between 2-6 years old.
- Sign all students in using the Sign-in Sheets provided. Sign-in sheets must be kept up to date and any student who is not signed out at the end of the day must be signed for and initialed by care staff.
- Take daily attendance and account for any students who are absent.
- Clean and prepare the play areas and set out centers.
- Clean and prepare the classroom for snack time (disinfecting tables and chairs).
- Supervision of students during outside play. Ensure that children are indoors if the weather is colder than -30 degrees Celsius including wind chill.
- Responsible for the care, cleaning, and maintenance of the classrooms, materials, and school.
- Phrase directives positively when speaking with children.
- Shares responsibility for the safety and physical well-being of children. The children are not to be left unattended and classroom ratios must be maintained. Two people are to be on supervision inside and outside.
- Report any accidents or incidents at once. Prepare a written report stating the date, time and nature of the accident and action taken to communicate with the Parent/Guardian. Parent/Guardian must sign the accident report at pick-up.
- Understand and exhibit responsible, accountable, and professional behavior when dealing with students, other staff members, parents/guardians, the Board of Directors and the public.



- Inform the Executive Director of any matters that require attention.
- Other duties as required

SAFETY AND LEGAL REQUIREMENTS

The employee is required to hold valid and current certificates in:

- Early Childhood Education Diploma or equivalent
- Valid driver's license
- Access to own vehicle
- First Aid
- Child Cardiopulmonary Resuscitation (CPR)
- Up to date immunization record (i.e., tuberculosis screening, COVID-19 vaccination, etc.).

The employee must provide and clear a criminal Records Check (Vulnerable Sector) from the Yellowknife RCMP

The employee must ensure that the school and program are operated within the requirements of the NWT Child Day Care Standards & Regulations, and within the policies and bylaws of the NWT Montessori Society.

Signature of Employee

Date