



CLEVELAND MONTESSORI

Part Time Extracurricular Program Coordinator

Job summary: The Extracurricular Program Coordinator works directly with students to provide an engaging and fun, well-supervised, after school program for students in grades 1-6. The coordinator will serve as a positive role model, coach/mentor and exhibit a genuine interest in creating an outstanding program that ignites the students' interests. Experience in physical education, a plus. The hours are 2:00-6:00pm. If the candidate requires more hours, the position may begin earlier in the role of classroom support. The position requires experience working in a school environment and a willingness to learn and embrace Montessori philosophy, implementing consistent expectations from the classroom to after school.

Responsibilities Include:

- Development and implementation of an ongoing, creative curriculum encompassing arts & crafts, indoor and outdoor games, nature study, and other areas
- The ability to lead and supervise groups of 8-14 students
- Daily preparation, organization and cleanliness of the environment
- Engage in problem solving and student harmony
- Ability to observe student behavior and apply appropriate behavior management when needed
- Communication with parents during dismissal
- Assistance with homework/study if needed

Cleveland Montessori is a small, independent, private school serving Primary through Adolescence (3-14 years). The school is located in a beautifully restored historic building in the heart of Cleveland's Little Italy, home to quaint brick roads filled with art galleries, bakeries, and authentic Italian cuisine. To enhance the classroom experience, the school utilizes the culturally rich University Circle area, home to the city's world-renowned museums and orchestra.

Interested candidates may email the Executive Director, Tina Schneider
tina@clevelandmontessori.org