



Capital Montessori School
730 Lilly Rd. SE
Olympia, WA 98501-2115
Office: 360-438-3639
Fax: 360-412-1032

Teacher's Aide

Requirements:

- High School Diploma or Proof of 3.0 GPA and Regular High School Attendance
- Three Non-Family References (At Least One of Which Must Be Job Related)
- Current TB Test
- Current CPR/First Aid Certification (Or Willingness to Complete Within One month of Hire)
- HIV/AIDS Training (2 Hours)

Job Description:

1. Up to 40 hrs. of Work Each Week
 - Hours of Operation 7:00am – 5:30 pm, Monday through Friday, Occasional Weekend Commitments Expected
 - Actual Work Hours Set at Time of Hire and May Vary
2. Playground Duty – Actively Watching Students at Play
3. Classroom Duty – Assisting Students with Classroom Activities
 - Training and Self Study of Montessori Equipment Required and Provided By CMS
4. Minor Cleaning/Restocking of Classrooms and Common Areas
5. Filing and Material Making
6. Supervision of Napping Students
7. Willingness to Support Head Staff
8. Positive Attitude/Team Player Mentality

Salary:

Starting Salary \$12.75 per hour

Salary Range \$12.75 – \$14.00 per hour

Raises – Raises will be given based on employee evaluations and the school's financial ability to provide them.

Probationary Period - The probationary period for any employee lasts three months from the date of hire. Time off is not allowed during the probationary period for anything other than personal sickness or death in the family unless pre-agreed upon at the time of hire.

Benefits:

- Paid Vacation – 3 Weeks Per Year (Pre-Scheduled) Plus Holidays
- Un-Paid Vacation – 2 Weeks Per Year (Pre-Scheduled)
- Employee Medical/Dental Benefits (Eligible after 2 Months of Work)
- Up to 3% Employer Match Retirement Plan
- 50% Off School Tuition for Employees Dependents