



**Title:** Educational Assistant, Part Time  
**Department:** Montessori  
**Reports to:** Lauren Guip, Montessori Director  
**Schedule:** 11am-2pm OR 12pm-3pm

### **Overview:**

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer a coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at [www.summitcds.org](http://www.summitcds.org).

### **Job Summary:**

The Educational Assistant supports teachers with helping the preschool aged children transition from the classroom to lunch, recess, and nap.

### **Duties and responsibilities:**

Educational Assistant is responsible for assisting teacher in picking up children from their academic classes and taking them to the playground, escorting children in after recess, followed by the bathroom, lunch, and napping duties.

### **Job Specifications:**

Bachelor's Degree Preferred  
Experience working with young children  
Flexible and adaptable to meet the needs of the program