



Ruffing Montessori School

Engage. Emerge. Learn for life.

TITLE: After Care Provider

REPORTS TO: Auxiliary Programs Coordinator

STATUS: Part Time, Non-Exempt/Hourly

CORE HOURS: 3:00 – 6:00pm, Mon-Fri, 15 hours/week (academic year calendar)

START DATE: Immediate

Ruffing Montessori School, an independent, co-educational school in Cleveland Heights serving children 18 months through 8th grade, seeks a bright, energetic, and collaborative individual to join our After Care team. This part-time hourly position will help coordinate fun and engaging activities and provide after school supervision of children ranging in age from 6-12 years.

The ideal candidate will demonstrate enthusiasm for working with elementary-aged children and possess a nurturing character, a positive spirit, creativity, awareness, patience, and a growth mindset. The ideal candidate will respect the necessity for consistent attendance and prompt arrival. The successful candidate will demonstrate keen enthusiasm and appreciation for Ruffing's culture, values, and mission:

The mission of Ruffing Montessori School is to employ the philosophy and methods of Dr. Montessori to educate young people to their fullest potential, instilling a deep sense of personal independence and social responsibility. With the knowledge that they are citizens of the world, they will contribute to that world by making decisions based on the highest order of ethics and conscience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Work collaboratively with a team in the supervision of children in the After Care program
- Help facilitate student transitions from the classroom to other learning environments on campus (e.g., classrooms, playground, gym)
- Help maintain a peaceful environment and routines of the day
- Engage children in meaningful work and play each afternoon
- Support the day-to-day care of the After Care spaces
- Adhere to and reinforce the Montessori principle of respecting the child
- Provide feedback and support to supervisor regarding student activities and behavior
- Complete required orientation meetings and safety trainings

OTHER ACTIVITIES:

- Any tasks as appropriately assigned by the Head of School or supervisor
- Provide assistance to teachers, students, or parents as needed
- Attend meetings and school events as requested or required

QUALIFICATIONS: EDUCATION, SKILLS & EXPERIENCE:

- High School diploma required
- Experience caring for elementary aged children preferred
- Strong organizational skills and time management are essential
- Excellent verbal and written communication skills
- Willingness to learn and respect the Montessori pedagogy and prepared environment
- Flexibility, compassion, high degree of professionalism, and strong work ethic
- Unwavering commitment to safety, ethical, and legal standards required
- Commitment to Ruffing Montessori School's mission and vision

Compensation & Benefits:

Hourly rate \$17 - \$20 commensurate with qualifications and experience. Benefits include paid time off and paid holidays. Optional additional hours available for evening child care for occasional school events.

To Apply:

Interested candidates are encouraged to send a letter of interest and current resume to employment@ruffingmontessori.net. No phone calls please. Pre-employment screening includes a background check, professional reference checks, and drug screening.

Employer Statement:

Ruffing Montessori School is an Equal Opportunity Employer committed to fostering a diverse, equitable, and inclusive community—one in which everyone is valued, feels safe, and belongs regardless of race, color, national origin, veteran status, ancestry, culture, religion, age, ability, socio-economic status, familial status, or sex, including sexual orientation and gender identity, or any other characteristic protected under federal, state, or local anti-discrimination laws. Peace education is an essential part of Dr. Montessori's pedagogy. Our faculty and staff model peace education in their words, actions, and lessons. Peace education is the foundation for children to develop into healthy and joyful adults who will work to ensure freedom, dignity, safety, equitable treatment, and a fair/equitable standard of living for themselves and others.

"The needs of humankind are universal. Our means of meeting them create the richness and diversity of the planet. The Montessori child should come to relish the texture of that diversity."

– Dr. Maria Montessori