

Job Description



ELEMENTARY GUIDE

Full Time
\$13-15/hour

QUALIFICATIONS

- Satisfy school/ state health requirements, including immunizations & physical.
- Provide three references, diplomas, transcripts, fingerprints and criminal background check to confirm qualifications.

EDUCATION

- High School Diploma or equivalent required.
- Bachelor's Degree
- Experience with elementary-aged children

KNOWLEDGE, SKILLS, & ABILITIES

The general duties of the Elementary Head Guide shall include, but are not limited to, the following:

- Commitment to create and protect the learner-driven environment in the Elementary Studio
- Commitment to the Socratic Method
- Maintain solution finding curiosity in all school endeavors and personal growth
- Understand and promote the School's mission, purpose, objectives, and policies to students, parents, and others in external encounters.
- Represent the School as a high quality establishment in a professional, positive, and supportive manner.
- Responsible for preparing afternoon quest activities from the Acton Academy Affiliate Toolshed
- Arrive 15 minutes prior to the start of class and prepare the studio for anticipated activities.
- Share the responsibility for the welfare, safety, and educational progress of students.
- Work with individuals and small groups of children as needed
- Ensure that the children are not left unattended at any time, including inside the classroom and on the playground.
- Assure completion of all observation and record keeping for children. Report any and all accidents/incidents at once.
- Prepare a written report stating date, time, nature of accident/incident, and action taken. File all internal documentation.
- Help supervise children in the execution of fire drills and actual emergency situations. The routine is to be carefully established and the buildings exited with dispatch and order.
- Attend all faculty meetings as appropriate. Read, understand, and conduct oneself in accordance with the school "Faculty & Staff Policy."
- Greet all visitors and guests with professionalism and warmth upon arrival.
- Introduce new students to classmates, curriculum, and other procedures. Share questions and observations with the Owner & Head of School
- Initiate growth and change in personal intellectual and professional development, seeking out conferences, courses, and other opportunities to learn. Inform the Owner & Head of School of any concerns, complaints, or any atypical communication with students, parents, or any other school affiliate. Attend and participate in school functions as requested by the Owner & Head of School in support of the school community.
- Be available to assist with occasional support duties including, but not limited to recess, dismissal time, and the After School program. Model integrity, curiosity, responsibility, creativity, and respect for students and all persons as well as an appreciation for racial, cultural, and gender issues and differences.
- Take care of yourself, remembering that a child's needs are best met by an adult whose needs are met.