



Job Description

Job Title: Primary Support Specialist
Program/Department: Primary
Reports To: Site Director, Toddler & Primary
FLSA Status: Non-Exempt

Summary

The Primary Support Specialist position is assigned to and supports two Primary classrooms.

Essential Duties & Responsibilities

- ❖ Provide all 10-minute breaks to assigned classroom assistants and Garden or Movement Specialists.
- ❖ Be a third adult in one classroom from 11:00 AM - 11:40 AM to assist with the end-of-morning work period transition.
- ❖ Create art materials, either by hand or digitally, for assigned Primary classrooms.
- ❖ Assist in maintaining classroom art supplies (cutting paper to size, punching holes in sewing cards, making playdough, sizing string, refilling and maintaining pencil supplies, etc.)
- ❖ Repair damaged classroom materials (painting, sanding, stitching)
- ❖ Loading and unloading a dishwasher
- ❖ Loading and unloading a washer and dryer
- ❖ Assist at morning carline
 - Responsible for one of the following
 - Escorting students safely from their cars through the school gate
 - Supervising students as they walk from gate to class
 - Gathering parent signatures on the iPads
- ❖ Assist classrooms with other related tasks (i.e., special projects, Parent SquarePosts, etc.)
- ❖ Be an as-needed substitute for Toddler & Primary classrooms when all other substitutes are unavailable.
- ❖ Supervise on the playground every other week.
- ❖ Supporting daily cleaning tasks as requested by two lead guides (can include wiping shelves, tables and painting easels and other surfaces as needed).

The PSS is responsible for checking in with their designated classroom Guides daily and weekly regarding materials, classroom needs, and tasks. There is always something to do, so if there are no tasks from the classroom, the site director or level director can assign light office work.

The Site Director, Toddler & Primary, supervises the PSS position.

The PSS is responsible for maintaining the rhythm of any class they enter when providing breaks or last-minute coverage. This includes an awareness of each classroom's unique policies and expectations of the students. They will always have a calm presence and be a supportive adult in the room for the students and adults to call upon. When entering a community to provide breaks, they take over the task of the person going on break and ensure continuity of care by doing a count and asking if there are pressing needs. If no pressing needs are found, they take a seat, observe for the classroom's most significant need, and calmly and quietly support that need. Always ensure the line of sight and safety of children.

The following details the position further:

CHILD RELATED DUTIES

- ❖ Always be a positive role model, speaking and acting with kindness and grace to ensure that children receive kind, supportive, and respectful interactions that demonstrate 'grace and courtesy'.
- ❖ Always maintain a positive and joyful demeanor with children
- ❖ Assist during morning drop off (escorting students, supervising or iPads)
- ❖ When in the classroom: Be aware of and responsible for the order, care, and overview of the environment during class
- ❖ Report to the Guide, Site Director, and Level Director any unusual or significant observations
- ❖ Respond to and provide appropriate first aid per training. Once a child is cared for, prepare an Injury or Incident Report as needed and ensure that calls are made, signatures are collected, and copies are made
- ❖ Relate to each child positively, respectfully, and constructively, considering their characteristics. Using kind, cheerful, factual, simple, and limited language ensures that young children understand what is being said.
- ❖ Speak positively, and encourage a growth mindset and a 'you can do it' attitude with children.
- ❖ Use a soft voice to ensure that concentration is protected and the classroom maintains a peaceful atmosphere.
- ❖ Walk and move with calm grace to minimize disruption to the classroom space.
- ❖ Be responsible for maintaining line of sight of children at all times.

PARENTAL RELATIONS

- ❖ Engage in polite, kind, and warm interactions with families and children during arrival and departure times.
- ❖ Please refer ALL comments, questions, or concerns parents express to the child's Guide. Ask them to write an email or note you can pass on to the guide. Never receive verbal questions, as these are often lost.
- ❖ Refrain from offering advice, sharing observations, asking questions, or commenting about a child to a parent. This is to ensure that we maintain the clearest lines of communication between the Guide and Parent and avoid any opportunity that would confuse a parent and contradict the guidance of the child's classroom Guide.

ADMINISTRATIVE DUTIES

- ❖ Assist in the classroom during assigned work hours
- ❖ Read and refer to the Employee Handbook, Safety Handbook, and Parent Handbook to support smooth school operations and to ensure that all school policies and procedures are followed to that end
- ❖ Fill out appropriate forms when necessary on time
- ❖ Complete all mandatory training on time
- ❖ Take responsibility for your cleanup immediately in the office, work room, or the Crew Kitchen
- ❖ Attend monthly assistant meetings
- ❖ If additional support is needed, reach out to your immediate supervisor
- ❖ Light computer work, editing posts for parent square
- ❖ Collecting photographs at the request of the guide
- ❖ Answering phones, and light front desk coverage if needed