



MONTESSORI SCHOOL OF LAKE FOREST IS SEEKING: SUBSTITUTE ASSISTANTS

The Montessori School of Lake Forest is looking for warm, enthusiastic, and dedicated substitute assistants to join us for the current and upcoming school year. These positions are needed for all areas of our school, with flexible hours.

The substitute works together with the Classroom Teacher or the Classroom Assistant to nurture, guide and teach children utilizing the Montessori method. Substitutes may also be used to staff other areas of the school, such as front desk and after school clubs. The ideal candidate will be reliable, and possess a patient, positive, and firm but respectful manner toward children in his/her care.

Responsibilities may include:

- Ability to maintain confidentiality and supportive respect for colleagues, children and families (required)
- Supervising the children during indoor or outdoor recess, lunchtime, naptime, carpool, and all classroom activities and transitions
- Observing children, supporting class rules and class procedures, and overall supervision of the classroom
- Assisting children in developing independence with self-care, with snack set-up/clean-up, lunch set-up/clean-up, and cooking projects
- Assisting the Teacher in preparing and maintaining the environment, following Teacher's instructions for the care and maintenance of classroom and materials, including classroom stocking, organization and cleaning
- If directed by the Teacher, working with individual or small groups of children on limited and specific tasks or projects
- Always projecting supportive attitude and employing positive language in all communications with all members of the school community at all times

Qualifications include:

- Good communication skills and strong work ethic
- Ability to stay calm and speak respectfully to adults and children alike
- Ability to collaborate, multi-task and learn through observation and modeling
- Must be adaptable to various situations and the changing needs of the school, as well as to various social and communication styles in order to ensure effective relationships and understanding
- Required: High School diploma required
- Preferred: Two years of college; prior experience working with children; First Aid and CPR training
- Montessori experience or certification is a plus.

Physical Requirements:

- Full ability to see, walk, hear and talk
- Ability to be outside with the children; Prolonged standing for 6+ hours
- Sitting/working on floor and standing up from seated position frequently,
- Ability to lift and carry up to 15 lbs. occasionally and up to 40-50 lbs in the case of lifting and carrying a child in an emergency or as needed for carpool support
- Stooping, bending, reaching frequently; Pushing/pulling up to 10 lbs occasionally



Strong school community,
dedicated to Montessori
principles, committed to
inspiring independence, self-
confidence, respect and
academic excellence

Positions
immediately available

Hours may vary
Monday-Friday
7:30am - 6:00pm

Must be reliable
and flexible

Assisting with children
15 months to 12 years

**TO APPLY,
PLEASE SUBMIT COVER LETTER,
RESUME AND REFERENCES TO:**

HOPE ALLEGRETTI
Executive Director
13700 West Laurel Drive
Lake Forest, IL 60045
hope@mslf.org