



**After-School Staff Member
for Two-Year-Old Montessori
Program Position Statement
Beginning Fall 2026**

Mission Statement

We inspire young people of talent and promise to develop clear values, a desire for wisdom, and an appreciation for all endeavors that broaden the mind and enlighten the spirit.

[View full Mission, Philosophy and Core Values here.](#)



Green Hedges . . .

- **Is rooted in literacy, languages, math and science, music and art**
- **Is located in Vienna, VA**
- **Was founded in 1942**
- **Enrolls about 170 students in ages 2-5 Montessori and Preparatory Grades 1-8**
- **Is small by design**



After-School Staff Member for Two-Year-Old Montessori Program Monday-Friday, 2:00-6:00 p.m.

About the School

Green Hedges is a small-by-design, coeducational, independent school enrolling approximately 170 students in PreK-Kindergarten Montessori and Grades 1-8 preparatory programs. Founded in 1942 by children of international artists, Green Hedges is located in Vienna, VA, about 15 miles west of Washington, DC. Green Hedges thrives on the quality of the relationships that become possible in a small-school setting and on the deep engagement and learning they foster.

In addition to the regular school-day program, Green Hedges offers an Extended Day program from 3:30 to 6:00 p.m. for children whose families require that additional care. Beginning in the fall of 2026, Green Hedges will make Extended Day available to students in our Two-Year-Old Montessori Program. We are therefore seeking an energetic, caring, and reliable individual to join our faculty and staff to care for the children in our **After-School Two-Year-Old Montessori Program** for the 2026–2027 school year. This new staff member will arrive at 2:00 p.m. in order to finish up the day with Montessori students before transitioning to Extended Day.

About the Position

The staff member running the after-school program for Two-Year-Old Montessori students will provide a thoughtful, engaging, age-appropriate experience for our two-year-old children, with a focus on their physical and emotional safety and well-being. Duties will be coordinated and assigned by the Assistant Head of School in collaboration with the Director of Auxiliary Programs/Extended Day and the Directress of the Two-Year-Old Montessori Program. The staff member will establish and maintain a warm and welcoming environment in which young children feel secure and supported, implement age-appropriate play-based activities that encourage social-emotional and early-learning skills, and serve as a resource for parents and other caregivers with respect to children's daily experiences and growth in the program.

In fulfilling these goals, the staff member will:

- Participate in required training and meetings to ensure the program meets all Fairfax County and Commonwealth of Virginia licensing requirements and Green Hedges standards with respect to health and safety protocols and learning objectives
- Model grace and courtesy while fostering independence by encouraging children to participate in self-care routines
- Communicate with classroom teachers and the Director of Auxiliary Programs/Extended Day to ensure continuity of care
- Establish and maintain daily routines, including snack, transitions, cleanup, and outdoor play
- Change diapers and support toileting needs in a hygienic and developmentally appropriate manner
- Demonstrate professionalism, punctuality, and reliability
- Maintain accurate records, as required

Requirements

A successful candidate will have:

- At least two years of experience working with young children, preferably ages 2–3
- A nurturing, patient, and positive demeanor
- Comfort and competence in supporting children with diapering and assisting with toileting
- Strong communication skills and the ability to work collaboratively with colleagues
- Good time-management, classroom-management, and organizational skills
- Ability to multitask effectively in a dynamic toddler environment and perform the physical duties of the role, including kneeling, sitting on the floor, and lifting up to 35 pounds
- CPR/First Aid certification (school will provide initial and ongoing training)
- Successful completion of the required criminal background check

Reports to: Assistant Head of School and Director of Auxiliary Programs

To Apply

Interested candidates should submit the following materials electronically to Assistant Head of School Aaron Cahn at acahn@greenhedges.org:

- A letter of interest
- A current resume
- Three references

Green Hedges School is committed to equal employment opportunity. Green Hedges does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, color, national origin, religion, creed, gender or gender identification, sex or sexual orientation, family status, economic status, military or veteran status, age, or physical or mental disability in the administration of its hiring and terms of employment of faculty and staff.