



ECHOES Assistant, 2026-2027
Part-Time, Hourly

ECHOES Assistant

The GreenMount School, located in the Remington neighborhood of Baltimore, is a K-8 institution dedicated to providing a creative education emphasizing multicultural, cooperative, and experiential learning, supported by strong family participation. Our inquiry-based and project-based instructional model connects classroom learning to real world experiences. Guided by the whole child philosophy and Responsive Classroom principles, our teachers foster a warm, student-centered environment where children thrive academically, socially, and emotionally.

Our Philosophy

At The GreenMount School, education extends beyond traditional schoolwork. We believe learning becomes most meaningful when children connect their in-school experience with real world contexts using a thematic approach. GMS seeks to help students join in the life of the community through field trips, service learning, and visiting artists and experts. Our students become confident and contributing community members through the work of outstanding teachers.

Who We Are Looking For

We are looking for a smart, passionate, and entrepreneurial educator to join our team. Ideal candidates value shared leadership among teachers, parents, and students as central to creating a vibrant learning community. The ECHOES Assistant supports the School's programming both during the academic day and after school. During the academic day, they assist faculty and staff by supervising and engaging with students to reinforce students' learning and oversee extra-curricular activities including but not limited to lunch and recess. At the end of the school day, the ECHOES Assistant works to provide safe and stimulating programming for students. The ECHOES Assistant reports directly to the ECHOES Coordinator.

Essential Duties and Responsibilities

The ECHOES Assistant's responsibilities include:

- Understanding the culture and climate of the School and the wider educational environment
- Modeling and fostering high ethical standards, integrity, and respect for all members of the school community, including the students, in the conduct of the School's business
- Contributing to the school-wide strategic vision and, in particular, promoting the co-curricular activities within the school community
- Supporting and engaging the students during non-academic activities throughout the academic day

- Providing a safe, nurturing, and connected transition between the school day and the extended school day
- Supporting the development, implementation, and ongoing programming of the ECHOES program
- Following procedures and policies for the operation of the ECHOES program
- Establishing and maintaining communication with the ECHOES Coordinator and as instructed, members of the school staff about student needs and aspects of the ECHOES program, including documentation and follow-ups with teachers
- Performing other duties as assigned by the Head of School
- Supporting the school and its leadership

Daily responsibilities may include, but are not limited to:

- Daily set up and break down and clean up of ECHOES space/s (a list will be provided)
- Prepare, serve, and clean up snacks for students
- Plan, coordinate, and facilitate activities for students in grades K-8
- Model our problem-solving skills and assist students in developing strategies for problem-solving
- Establish and uphold routines that resonate with our core values: Engage, Care, and Include
- Provide supervision that ensures that all students are safe – both small group work and larger group activities
- Follow pick up and check out procedures for student departure
- Follow first aid procedures and protocols, including keeping accurate records
- Follow protocol for signing in and keeping track of daily hours
- Attend staff meetings with ECHOES Coordinator, answering emails and other correspondences in a timely manner
- Maintain a positive and professional manner with students, parents, and staff
- The position requires standing, moving around the room, and being on your feet for 3+ hours

Compensation

The salary for this position ranges from \$15-\$18 hourly and is commensurate with education and experience.

Application Process

Please visit our website at www.greenmountschool.org to learn more about our school and educational program. Send a letter of interest, resume, and references (letters of recommendation or contact information for references) by email to hr@greenmountschool.org.

The GreenMount School is an Equal Opportunity Employer and welcomes applications from qualified candidates regardless of age, race, color, sex/gender, national origin, citizenship status, religion, disability, sexual orientation, or any other protected status in accordance with the requirements of all federal, state, and local laws.