



## Assistant Teacher - Toddler Community

**Reports To:** Classroom Lead Teacher

Oak Hill Montessori Community School is seeking classroom assistants for our Toddler Community who possess the skills and abilities necessary to implement our school's Mission and support the work of the Lead teacher by assisting in the preparation and maintenance of the Montessori-prepared environment and interaction with the students.

### **Mission**

Preparing every student for tomorrow by nurturing the love of learning today.

### **Vision**

Creating a space for students, families, and community members to thrive as they collaborate to learn, to celebrate, and to serve one another.

### **Core Values**

- Independent thinking and self-reliance through purposeful work
- Inclusivity in our community and a sense of belonging for all
- Compassion for others and the environment around us
- A vision for peace through social change

**About Oak Hill Montessori Community School:** A new charter school opening in the Fall of 2021, Oak Hill Montessori Community School (OHMCS) will offer authentic Montessori education to children 16 months to 8<sup>th</sup> Grade. OHMCS proudly provides a different point-of-view in education; driven by the motivation of students. Visit [ohmcs.org](http://ohmcs.org) for more information.

### **General Summary of Position**

This is a full-time, hourly non-exempt position, Monday-Friday, throughout the 10-month school year, with the potential option of summer hours. The assistant's responsibilities will include but are not limited to the following:

- Helps supervise and work with children under the direction of the Lead Teacher
- Assist in ensuring the health, physical and social/emotional well-being and safety of the children at all times.
- Help to maintain the classroom routine, meeting the needs of each child with respect to their interests, special needs, temperament, talents and individual style/pace of learning.
- Establish a positive relationship with families.
- Participate in community events as needed.
- Assist in daily preparation and maintenance of the environment: clean, supplied and in good repair.



- Effectively communicate and collaborate with classroom team

### **Desired Qualifications**

- A high school diploma with minimum one year of experience working with children ages 1-3.
- A passion for Early Childhood Development and working with young children and their families
- Must be motivated and able to work independently and as part of a team
- Must demonstrate a positive attitude with a commitment to the school community
- Must be able to work the hours of the position based on the organization's needs
- Current Infant/Child CPR and First Aid certification
- Complete SIDS and Abusive Head Trauma training yearly.
- Must complete clearance of a background check

**Salary & Benefits:** Commensurate with other charter schools of similar scope and size, and with the experience and qualifications of the candidate selected for the position.

**How to Apply:** Persons interested in applying should send an email to [admin@ohmcs.org](mailto:admin@ohmcs.org) with the following application materials attached:

- Cover Letter
- Resume
- Completed Application (downloaded from [ohmcs.org](http://ohmcs.org))
- Unofficial Transcripts

Final candidates will be invited to interview, either in person or virtually, with the OHMCS Executive Director.

Final appointment to this position will be contingent upon completion of a criminal background check.

**Application Deadline:** Applications will be reviewed on a rolling basis upon receipt

Oak Hill Montessori Community School (OHMCS) is an equal opportunity organization committed to diversity and equity. As such, OHMCS believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. OHMCS's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.