



Assistant Teacher - Elementary

Reports To: Classroom Lead Teacher

Oak Hill Montessori Community School is seeking elementary assistant teachers 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 8th Grade. OHMCS proudly provides a different point-of-view in education; driven by the motivation of students. Visit 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. 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
- Takes observation notes as directed by the Lead Teacher, sharing questions and concerns with the Lead Teacher
- Assists with classroom or school projects, programs, meetings or planning as requested
- Maintains positive, collaborative attitude with Lead Teacher, other staff members and parents at the school
- Seeks out opportunities to learn about the Montessori philosophy
- Refills supplies in a timely manner
- Maintains classroom materials and environment, keeping them clean and in good repair
- Prepares specific curriculum materials as requested by the teacher



Desired Qualifications

- A minimum of one year of experience working with children ages 6-12.
- 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
- Ability to supervise groups of children both indoors and outdoors
- Ability to maintain cleanliness of classroom without accommodations
- Ability to assist at drop-off each morning
- Strong verbal and written communication skills
- Current Child CPR and First Aid certification
- 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 with the following application materials attached:

- Cover Letter
- Resume
- Completed Application (downloaded from 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.