



## Assistant Teacher - Children's House

**Job Title:** Assistant Teacher - Children's House

**Reports To:** Lead CH Guide

**Supports the Work of:** Children's House Students and Faculty

Oak Hill Montessori Community School is seeking assistant teachers for the children's house (primary) classrooms who possess the skills and abilities necessary to implement our school's mission.

### **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:** OHMCS opened as a new Charter School in the Fall of 2021, offering authentic Montessori education to children 16 months to 8<sup>th</sup> Grade. OHMCS is proud to provide a different point-of-view in education; driven by the motivation of students. We present challenging academics while valuing social and emotional skills. Located in Shoreview, MN, OHMCS offers authentic Montessori education through the Junior High level.

Visit [ohmcs.org](http://ohmcs.org) for more information.

### **General Summary of Position:**

This is a full-time, hourly, non-exempt position, with typical on-site hours of 8:00 am - 4:00 pm, M-F, throughout the 10 month school year. The assistant's responsibilities will include but are not limited to the following:

- Help to prepare and maintain the primary Montessori environments for up to 27 students, aged 3-6.
- In close collaboration with our experienced faculty, implement and refine the curriculum in a way that is consistent with Montessori theory, as promulgated by AMI.



- Utilize observation, reflection and refinement of work to best support independent activity through preparing developmentally appropriate and engaging activities
- Partner with students, teachers and parents to nurture and assess student development in all areas (social, emotional, cognitive, physical & moral)
- Model integrity, curiosity, and respect
- Attend staff meetings and trainings, as required

**Desired Qualifications:**

- High School Diploma and some college level coursework
- Minimum one year of experience working with children ages 1-3.
- Passion for early childhood development and working with young children and their families
- Motivation and ability to work independently and as part of a team
- Have a caring disposition and respect for the developmental needs of students
- Positive attitude and a commitment to serving the school community
- Excellent verbal and written communication skills

**Preferred Qualifications include:**

- Bachelor's Degree in Early Childhood Education or other education related field
- Current Infant/Child CPR and First Aid certification
- Completion of Montessori Assistant Training

**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; all positions will remain posted until filled.

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.