



### Job Description

<b>Title:</b> Assistant Teacher, Toddler Community	<b>Employment Status:</b> Full-time
<b>Department:</b> Faculty	<b>FLSA Status:</b> Non-Exempt

#### SUMMARY / OBJECTIVE

Working with the lead teacher and other classroom assistant, the Toddler Community Assistant Teacher will prepare and maintain a nurturing classroom environment, implementing the Montessori approach to education, with the ability to relate well with children and adults.

#### ACCOUNTABILITY

Reports to the Lead Teacher, Toddler Community

#### ESSENTIAL FUNCTIONS AND PRIMARY RESPONSIBILITIES

- **Interactions with Children:**

- Assist in ensuring the health, physical and social/emotional well-being and safety of the children at all times.
- Interact with children in an open, honest and respectful manner.
- 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.

- **Interactions with Families and Communities:**

- Establish a positive relationship with families.
- Participate in community events as needed.
- Involve families in the Montessori environment and actively encouraging/supporting family participation in program activities.

- **Learning Environment**

- Assist in maintaining a safe and prepared environment for the children, ensuring children are supervised at all times.
- Assist in daily preparation and maintenance of the environment: clean, supplied and in good repair.
- Complete opening and closing responsibilities based on the schedule of the position.
- Effectively communicate and collaborate with classroom team
- Work closely with other toddler classroom to share responsibilities as needed
- Be flexible to assist in other classrooms as needed.
- Consistently complete and maintain pertinent child-related paperwork in a timely manner

(ie: incident reports)

## **SECONDARY RESPONSIBILITIES**

- Perform miscellaneous projects and tasks as requested by the Lead Teacher or Head of School.
- Attend professional development opportunities annually as indicated by a personal growth and development plan, including the DHS annual requirements.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- 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

## **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

Incumbent must be able to:

- Perform medium work, lifting up to 50 pounds
- Constant movement throughout the classroom, sitting on low stools, moving to/from the floor with frequency. Movements include, but are not limited to, pushing, pulling, kneeling, bending, jumping and sweeping.
- Hear and speak in order to use the telephone and/or communicate with people.
- Effectively verbally and orally communicate in the English language, including following oral and written instruction.
- Apply manual dexterity, visual acuity and ability for computer keyboarding, office equipment use, reviewing detailed reports, information and fine print.

## **TOOLS AND EQUIPMENT USED**

Incumbent must be able to use the telephone, computer, copy machine and other office equipment.

## **WORK ENVIRONMENT**

The work environment is primarily indoors with a variety of weather conditions when outside on a daily basis. Regular noise distractions.

## **AAP / EEO STATEMENT**

Oak Hill Montessori Community School is fully committed to equal employment opportunities (EEO). All employment decisions will be made without regard to race, color, age, religion, sex, pregnancy, marital status, familial status, disability, national origin, sexual orientation, veteran status, status with regard to public assistance or activity in local human rights commission. In addition, we comply with all applicable state and local laws governing nondiscrimination in employment in every location in which we maintain facilities.

Decisions concerning employment are based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of the other applicants or employees, and the individual's performance within the organization. Employment

decisions include, but are not limited to: recruitment, hiring, promotions, salary or other compensation, benefits, training, transfers, corrective actions, layoffs and termination.