



Toddler Community Assistant

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.

Reports To: Toddler Lead Teacher

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

Building on a rich, 60-year legacy, Oak Hill Montessori transitioned to a Public Charter School in 2021 to increase accessibility of an authentic Montessori education. Oak Hill Montessori Community School (OHMCS) is proud to provide a unique point-of-view in education driven by the intrinsic motivation of students. We offer challenging academics while equally valuing social and emotional learning.

We serve children 16 months through 8th grade with our lower school being tuition based, and upper school being tuition-free.

General Summary of Position

This is a full-time, hourly non-exempt position, 10:00 a.m.- 6:00 p.m. 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:

- Assist in ensuring the health, physical and social/emotional well-being and safety of the children at all times.

- Complete opening and closing responsibilities based on the schedule of the position.
- 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
- Maintains classroom materials and environment, keeping them clean and in good repair

Work Environment

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

Applicant must be able to

- Lift up to 50 pounds
- Constantly move throughout the classroom, sit on low stools, move to/from the floor with frequency. Movements include, but are not limited to, pushing, pulling, kneeling, bending, jumping and sweeping.

Desired Qualifications

- A high school diploma and minimum of one year of experience working with children ages 1-3.
- 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
- Strong verbal and written communication skills
- Must complete clearance of a background check

Salary & Benefits: Salary commensurate with experience and qualifications: \$19-\$23 per hour, PTO, PERA contributions medical, dental, short and long term disability insurance & life insurance (covered by school), 40% tuition remission.

How to Apply: Persons interested in applying should send an email to apply@ohmcs.org with the following application materials attached:

- Cover Letter
- Resume
- Unofficial Transcripts

Final candidates will be invited to interview 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.