

SUNSHINE MONTESSORI SCHOOL

POSITION POSTING



OPEN POSITION:

TITLE: SUPPORT STAFF/ASSISTANT TEACHER – MONTESSORI 3-6YR. CHILDREN'S HOUSE

START DATE: FLEXIBLE - JUNE/JULY/ AUGUST START

STATUS: FULL-TIME YEAR ROUND

HOURS: APPROXIMATELY 8:30 AM - 4:30 PM WEEKDAYS (MUST BE AVAILABLE TO WORK MONDAY THRU FRIDAY)

PAY: \$18-22/HOUR DEPENDING ON QUALIFICATIONS

BENEFITS: SICK & SAFE LEAVE, PAID HOLIDAYS, PAID WINTER/SPRING BREAKS, 50% PAID HEALTH BENEFITS, IRA MATCHING AFTER 2 YEARS, PAID VACATION AFTER 1 YEAR.

BACKGROUND:

Sunshine Montessori School is a nonprofit preschool in Southwest Minneapolis, serving toddlers and preschoolers aged 16 months through 6 years. The purpose of our program is to develop each child's passion for learning in a positive and nurturing environment that teaches respect for oneself, others, and the environment. Sunshine staff should support our core program values of *Community, Excellence, Engagement, character, and inclusion*. We are seeking a nurturing individual to join our teaching team as a teacher's assistant to the Children's House Guide. Success in this position will require flexibility, patience, multitasking, teamwork, energy, and terrific relationship skills. We are also seeking someone with a positive attitude and an interest in working with children, as well as in education.

JOB PURPOSE:

Sunshine's Assistant Teacher will provide support to the lead teacher in the classroom. This position may involve working with multiple classrooms and various aspects of the school's programming. They will support and care for the well-being, physical, emotional, and academic growth of the children as well as be integral in helping to maintain a clean and organized learning environment.

KEY JOB RESPONSIBILITIES:

- Assists the lead Guide in all tasks integral to the maintenance and daily operations of the classroom environment.
- Assists with opening and/or closing the school and/or classroom for the day.
- Prepares classroom for use daily including cleaning, restocking and organizing supplies.
- Communicates with Guide regarding observations of the children.
- Assists with material making and classroom projects.
- May step into various classrooms as needed to help break staff.
- Actively advances one's own knowledge of child development and the Montessori Method.
- Assists children with self-care and toileting.

- Assists with snacks and mealtimes.
- Assists with large motor time both indoors and outdoors.
- Assists with student nap & rest time
- Shares the responsibility for the safety and physical well-being of the children at all times.
- Participates in school-wide events throughout the year.
- Supports administration/lead teachers with minor event preparation tasks.
- Follows and supports Sunshine Montessori School’s mission, vision, and values.
- Maintains current certification in infant/child first aid and CPR.
- Attends and maintains continuing education annual training requirements.

KEY ATTRIBUTES:

- Positive and engaging attitude towards both children and adults
- Strong communication skills
- Excellent critical thinking skills & Ability to multitask
- Demonstrated abilities to manage a fast-paced environment
- Role model for children, parents, and peers
- Capable of problem solving, planning, and critical thinking
- Enjoys working both independently and in a team

EDUCATION AND EXPERIENCE REQUIREMENTS:

Qualified as an “Assistant Teacher” under MN Dept of Human Services Rule 3 Guidelines required (for qualifications see link on page 2 under the Assistant Teacher Section) [https://mn.gov/dhs/assets/PersonnelInformationForm\(PIF\)_tcm1053-324811.pdf](https://mn.gov/dhs/assets/PersonnelInformationForm(PIF)_tcm1053-324811.pdf)

Early childhood education or experience working in or with the education field/Montessori knowledge is a plus but NOT required.

BENEFITS:

Sunshine Montessori School offers competitive benefits for part time employees, including paid Sick & Safe Leave, Paid Holidays, Paid Winter Break & Spring Breaks. Full time employees are also eligible for Medical and Dental benefits.

WORKING CONDITIONS:

Work is performed in a fast-paced preschool environment. Must be able to move around comfortably: includes being able to regularly: bend, sitting on the floor, kneel, standing, running, sweeping, cleaning, twisting, using stairs, lifting a minimum of 35 lbs. and performing duties necessary to keep up with young children and maintain a safe and positive environment.

JOB TITLE: Assistant Teacher	CLASSIFICATION: Non-Exempt
PROGRAM: Children’s House Preschool Program	REPORTS TO: School Director
<p>HOW TO APPLY: Please send resume AS WELL AS a cover letter to: Jobs@sunshinemontessori.net Attn: Alanna Nelson We will continue to review applications until the position is filled.</p>	