

# SUNSHINE MONTESSORI SCHOOL

## POSITION POSTING



### OPEN POSITION:

**TITLE:** EXTENDED DAY PRESCHOOL TEACHING STAFF

**REQUIREMENT:** QUALIFIED RULE 3 PRESCHOOL TEACHER OR TEACHER ASSISTANT

**START DATE:** OCTOBER 1, 2024

**STATUS:** FULL TIME

**HOURS:** APPROXIMATELY 9:45AM-5:45PM

**PAY:** \$18.00 - 21.00 HOUR DEPENDING ON QUALIFICATIONS

### BACKGROUND:

Sunshine Montessori School is a non-profit Southwest Minneapolis community preschool 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 & Inclusion*. We are looking for a nurturing person 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 looking for someone with a positive attitude and an interest in working with children as well as in education.

### WHO WE ARE:

Sunshine has an incredible history in SW Minneapolis and is known for our community of caring and supportive families and staff who build relationships that have lasted for decades. We believe working together and building bonds help us all achieve our goal of nurturing our students. Our core values and commitment to diversity, equity, and inclusion are the heart of what we do and the decisions we make. We have a fantastic record of teacher retention and ensuring all our teachers are supported and valued for the work they do each day. Applicants should be ready to bring their own personalities and gifts to Sunshine and know they will only grow as educators as a part of this gifted and dedicated teaching team.

### JOB PURPOSE:

Sunshine's Extended Day staff supports the classrooms, our trained Montessori Guides, and all our students in various ways and are integral to our students' experience. The Extended Day team is in a position that allows them to work in our Montessori Children's House classrooms as well as other aspects of the school programming, making for a more dynamic and broader role within the organization. The position supports and cares for the well-being and physical and emotional growth of the children and is integral in helping foster those children enrolled in the Aftercare Program. Staff are encouraged to be creative and share their unique interests in skills in this role, with opportunities to bring in their own skills; be it art, nature, music, food, dance, theater, culture, etc., all while working as a team to foster the Aftercare Program.

A person in this full-time position will also experience time during the day supporting our

Montessori classrooms and students at lunch and nap, providing them with a well rounded sense and experience throughout the school.

**KEY JOB RESPONSIBILITIES:**

- Works as a teaching team to provide an active and engaging Aftercare experience for our Extended Day students.
- Assists the Montessori Children's Houses during teacher breaks by engaging and supporting the daily operations of the classroom environment.
- Assist in daily cleaning, restocking, and organizing supplies.
- Assists children with self-care and toileting.
- Assists with snacks and mealtimes.
- Assists with large motor time both indoors and outdoors.
- Assists with daily rest/nap for our younger preschool students.
- Shares the responsibility for the children's supervision, safety, and physical well-being at all times.
- Supports administration/lead teachers with minor event preparation tasks.
- Follows and supports Sunshine Montessori School's mission, vision, and values.
- Participates in school-wide events throughout the year.
- Supports administration/lead teachers with annual celebrations and events.
- Maintains current certification in infant/child first aid and CPR.
- Attends and maintains continuing education annual training requirements.
- Respect the culture and traditions of our families, staff, and students.
- Maintains a healthy, positive, inclusive, and safe environment for our students.

**KEY ATTRIBUTES:**

- Positive and engaging attitude towards both children and adults.
- Strong communication skills, both written and spoken.
- Flexible to move between classrooms, transitions, and varied responsibilities.
- Demonstrated ability to multitask.
- Demonstrated abilities to manage a fast-paced environment.
- Models appropriate language, manners, and behavior for children.
- Punctual and able to complete tasks on time
- Gentle, kind, patient, and considerate of others.
- Capable of problem-solving, planning, and critical thinking.
- Is confident and successful working both independently and as a team.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

[QUALIFIED RULE 3 PRESCHOOL TEACHER](#) -OR- [QUALIFIED RULE TEACHER ASSISTANT](#)

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.

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Full-time employees are also eligible for medical and dental benefits through Sunshine Montessori School, which provides half of premium payments for enrolled employees.

### WORKING CONDITIONS:

Work is performed in a fast-paced preschool environment. Must be able to move around comfortably: includes being able to regularly do the following motions and movements: bending, sitting on the floor, kneeling, standing, running, sweeping, cleaning, pulling, 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.

<b>JOB TITLE:</b> Teacher or Teacher Assistant	<b>CLASSIFICATION:</b> Non-Exempt
<b>PROGRAM:</b> Children's House Preschool Program	<b>REPORTS TO:</b> School Director
<b>HOW TO APPLY:</b> Please send your resume to: <a href="mailto:Jobs@sunshinemontessori.net">Jobs@sunshinemontessori.net</a> Attn: Alanna Nelson We will continue to review applications until the position is filled.	