

# SUNSHINE MONTESSORI SCHOOL

## POSITION POSTING



### OPEN POSITION:

**TITLE:** TODDLER HOUSE ASSISTANT TEACHER

**START DATE:** MAY 2021

**STATUS:** FULL-TIME **HOURS:** 8:15AM-4:15PM

### BACKGROUND:

Sunshine Montessori School is a non-profit Southwest Minneapolis community preschool, serving toddlers and preschoolers ages 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 Montessori's core program values are: *Community, Excellence, Engagement, Character & Inclusion*. We are looking for a nurturing person to join our teaching team as a teacher's assistant to the Toddler Teacher. Success in this position will require flexibility, patience, multitasking, teamwork, energy and terrific relationship skills. We are also looking for someone with positive attitude and an interest in children and education.

### JOB PURPOSE:

The Assistant Teacher will provide support to the lead teacher in all aspects of the classrooms. They will support and care for the well-being, physical, emotional and academic growth of the children as well as help maintain a clean and organized learning environment.

### KEY JOB RESPONSIBILITIES:

- Assists the lead teacher in all tasks integral to the maintenance and daily operations of the classroom environment.
- Assists with opening the school and/or classroom for the day.
- Prepares classroom for use on a daily basis including cleaning, restocking and organizing supplies.
- Assists with classroom daily activities and projects.
- Assists children with self-care, diapering and toileting.
- Assists with snacks and meal times.
- Assists with large motor time both indoors and outdoors.
- Shares the responsibility for the safety and physical well-being of the children at all times.
- Openly communicates with lead teacher.
- Participating in school wide events throughout the year.
- Follows and supports Sunshine Montessori School's mission, vision and values.
- Maintains current certification in infant/child first aid and CPR.
- Actively advances one's own knowledge of child development and the Montessori Method.
- Attends and maintains continuing education annual training requirements.

**KEY ATTRIBUTES:**

- Positive and engaging attitude towards both children and adults
- Strong Communication skills
- Ability to multitask
- Demonstrated ability 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 as well as in a team
- Demonstrates professionalism in all aspects of their work

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Qualified Teacher/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 full time employees, including paid Sick & Safe Leave, Paid Holidays; includes a fully paid Winter Break & Spring Break, and Medical Benefits.

**WORKING CONDITIONS:**

Work is performed in a fast-paced preschool school environment. Must be able to move around comfortably including: bending, sitting on the flooring, kneeling, standing, running, sweeping, cleaning, twisting, using of stairs, lifting of a minimum of 35 lbs. and perform duties necessary to keep up with young children and maintain a safe and positive environment.

<b>JOB TITLE:</b> Assistant Teacher
<b>PROGRAM:</b> Toddler House
<b>REPORTS TO:</b> School Director
<b>CLASSIFICATION:</b> Non-Exempt
<b>HOW TO APPLY:</b> Please send <b>resume AS WELL AS a cover letter</b> to: <a href="mailto:Jobs@sunshinemontessori.net">Jobs@sunshinemontessori.net</a> Attn: Alanna Nelson
We will continue to review applications until the positions are filled.