

# SUNSHINE MONTESSORI SCHOOL

## POSITION POSTING



### OPEN POSITION:

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

**START DATE:** JUNE 2023 OR AUGUST 2023

**STATUS:** FULL TIME (**CAN REDUCE TO AS LITTLE AS 32 HOURS IF NEEDED BY APPLICANT**)

**HOURS:** APPROXIMATELY 8:30AM-5:00PM WEEKDAYS (MUST BE AVAILABLE TO WORK MONDAY THRU FRIDAY)

**PAY:** \$18-20/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 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 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.

### JOB PURPOSE:

Sunshine's Assistant Teacher will provide support to the lead teacher in the classroom. This position may help with multiple classrooms and throughout various aspects of the school 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 on a daily basis including cleaning, restocking and organizing supplies.
- Observes classroom, maintaining daily observation records. 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 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.
- 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 as well as 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 be bending, sitting on the floor, kneeling, 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.

<b>JOB TITLE:</b> Assistant Teacher	<b>CLASSIFICATION:</b> Non Exempt
<b>PROGRAM:</b> Children's House Preschool Program	<b>REPORTS TO:</b> School Director
<p><b>HOW TO APPLY:</b>          Please send resume <b>AS WELL AS</b> a cover letter 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.</p>	