

Montessori



Job Description & Specification: School-Wide Assistant Float Teacher

Department: Administration

Contract Type: Hourly (Non-Exempt) / 12 month

Description: The Assistant Float Teacher works with the Lead Teacher and other Assistant Teachers in providing a warm, nurturing, prepared Montessori environment when regular classroom staff are unavailable. When not assigned to a classroom the Assistant Float Teacher supports administrative activities. This individual is flexible and adaptable to environments and task and has a love for children of all ages, nature, and animals.

Basic Qualifications:

- High school diploma or equivalent
- Employment or volunteer experience indicating an ability to effectively follow, and give directions
- A compassionate, nurturing attitude
- Effective written and verbal communication skills.
- Desire to work in a constantly changing environment
- Comfortable learning new technology
- Able to pass background check
- Must be at least 18 years of age

Physical Requirements:

- Must be able to keep children in visual and auditory range at all times
- Must be able to move from child to child around the classroom and on the playground, including, squatting, bending to be on the child's eye level, and sitting on the floor
- Must have ability navigate uneven outdoor terrain for limited periods of time in various mild to moderate weather conditions
- Must be able to lift to 50 pounds occasionally and 20 pounds frequently.
- Must be able to pass TB Test
- Must be able to provide evidence of MMR vaccine, immunity, or exemption

Responsibilities:

- Support daily student activities inside and outside of the classroom
- Maintain a calm, caring attitude and constant observation of the children to respectfully enforce ground rules and classroom behavior guidelines
- Use Positive Discipline techniques to aid in the social and emotional development of each child
- Assist in maintaining a neat, well organized, and prepared environment
- Communicate openly and effectively with, co-workers and administration
- Assist with care of classroom pets and campus animals, as needed
- Assist with material preparation, supply distribution, or administrative tasks as needed
- Provide care during non-school days including MCH's Summer Program (July-August)
- Maintain a consistent Montessori environment during before and after-school care hours
- Attend all staff meetings, professional sessions and school events as assigned
- Follow the school's policies and procedures for student record keeping
- Other job duties as assigned by the Lead Teacher and/or administration

Training and Certification Expectations:

- First Aid/CPR certification (within 30 days of hire)
- Completed WA DCYF Approved Childcare Basics Course (within 90 days of hire)
- Maintains WA DCYF Continuing Educations Requirements (10 "STARS" hours per year)
- Montessori Assistant Training (within 12 month of hire)
- Positive Discipline Certified or MCH approved alternative (within 2 years of hire)
- Complete Early Child Education Initial Certificate or Equivalent college hours or Montessori Certification (within 5 years of hire)

All employees of Montessori Children's House are expected to support our mission and vision and strive to represent our Characteristics of Professional Excellence.

MISSION

Nurture AND Nature; developing your child's individual passions and strengths.
Because today's child is tomorrow's future.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not included as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.