



## **Job Description & Specification: Infant / Toddler Assistant Teacher**

**Department:** Infant / Toddler

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

**Description:** The Infant /Toddler Assistant Teacher works with the Lead Teacher in providing a warm, nurturing prepared Montessori environment in which each child can grow physically, emotionally, socially, spiritually, and cognitively. This individual is creative thinker and “out of the box” solution seeker with a strong interest in today’s changing educational environment and has a love for nature and animals.

### **Basic Qualifications:**

- High school diploma or equivalent
- Must be at least 18 years of age
- 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 using and learning new technology
- Able to pass background check

### **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 be able to lift to 50 pounds occasionally and 20 pounds frequently
- Must be able to use a three-finger grasp
- Must have the ability navigate uneven outdoor terrain for limited periods of time in various mild to moderate weather conditions
- Must be able to pass TB Test
- Must be able to provide evidence of MMR vaccine, immunity, or exemption

### **Responsibilities:**

- Supports daily student activities inside and outside of the classroom
- Maintains a calm, caring attitude and constant observation of the children to respectfully enforce ground rules and classroom behavior guidelines
- Uses Positive Discipline techniques to aid in the social and emotional development of each child
- Assists in maintaining a neat, well organized, and prepared environment
- Communicates openly and effectively with, co-workers and administration
- Maintains a consistent Montessori environment during before and after-school care hours
- Attends all staff meetings, professional sessions and school events as assigned
- Follows the school’s policies and procedures for student record keeping

**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)
- Positive Discipline Certified or MCH approved alternative (within 2 years of hire)
- Complete Early Child Education Initial Certificate, 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.