



Ambrosia Montessori 192 Nickerson Street Suite 200 Seattle, WA 98109

Position Title: Preschool Assistant teacher/aide/Aide

Wages Starting At: \$20 per hour

Reports to: Classroom Teacher and Center Director

Job Purpose:

The purpose of the assistant teacher/aide position is to support the lead teacher and ensure consistency throughout the day. You are an important guide within the classroom and because of the role you fill - you help to guide the flow of the day from morning to afternoon. The assistant teacher/aide is a partner in the implementation of a quality early childhood education experience for each child enrolled in the center. You must work as a team player with the classroom lead teacher as well as other assistant teacher/aides. Together, your classroom team will support the children and families through consistency and communication. Your attendance and responsibility to job performance is critical.

The assistant teacher/aide is responsible for helping children through transitions, maintaining supplies for the classroom, and working as a team member. The person in this role should be aware of the details of the day. Respect of children, families and staff are important elements of this position.

Our mission is to offer each child the opportunity to learn and grow. Your position is to support the mission Ambrosia Montessori through collaboration and implementation of a warm, nurturing, supportive, and culturally sensitive learning environment.

Minimum Qualifications and employment requirements:

Minimum qualifications will depend on the age group served. The following minimum qualifications are general and the requirements that pertain to your position are checked to the left of the listed requirement. *(Please check all that apply before distributing this job description)*

X	All Higher Education and Certifications to be evaluated and endorsed in MERIT
	Associate degree - Early Childhood Education or related field
	Bachelor's degree - Early Childhood Education or related field
	Master's degree or greater - Early Childhood Education or related field
X	High School Diploma
	ECE Stacked Certificate
	Montessori Infant / Toddler certification
	Montessori 3 - 6 certification
	RIE One or Foundations Training
X	STARS BASIC 30 Hour Training
	DCYF Director's Orientation
X	CPR (To include infant/pediatric CPR hands on training and endorsement)
X	First Aid (To include infant/pediatric topics) Bi-Annually
X	Blood borne Pathogens Training Annually

X	Food Handler's Card Bi-Annually
X	Negative TB test, or cleared through x-ray or vaccination record
X	MMR Vaccine or titer immunity
X	COVID Vaccine Series
X	State and Federal Background check through the MERIT system with fingerprints
X	Receive Annual Training as a Mandated Reporter and accept the responsibility of a mandated reporter
X	Receive Annual Safe Sleep Training
X	Complete all required DCYF training not listed above within the first 30 days of employment.
X	Complete 10 hours of continuing education each year according to the DCYF requirements for work with young children

Minimum Physical Requirements of the job:

Initials next to each requirement of this job to indicate that you accept, understand and will perform the physical aspects of this job

Physical Requirement	Initials
<u>Must be willing and able to:</u> lift 50 lbs	
<u>Must be willing and able to:</u> work in the commercial kitchen to wash dishes using the industrial dish washer	
<u>Must be willing and able to:</u> move from floor to standing on a repeated basis throughout each workday	
<u>Must be willing and able to:</u> clean, disinfect and wash soiled items throughout the day	
<u>Must be willing and able to:</u> do laundry	
<u>Must be willing and able to:</u> operate a vacuum and sweep hard floors	
<u>Must be willing and able to:</u> perform all cleaning duties as required by the school, DCYF and the King County Department of Health	
<u>Must be willing and able to:</u> attend school and school community events that may occur outside your scheduled hours. These events will require set up before hand and cleaning after and I understand that this is a part of my job description and requirements.	
<u>Understand and accept that you will be exposed regularly to:</u> contagious illness	
<u>Understand and accept that you will be exposed regularly to:</u> bodily fluids	
<u>Understand and accept that you will be exposed regularly to:</u> cleaning agents	
<u>Understand and accept</u> that you may be required to wear a mask when contagious illness is present in the school. Masks will be provided by school.	

Assistant teacher/aide:

Essential duties and responsibilities include, however are not limited to:

The assistant teacher/aide is responsible for supporting the children and classroom teacher. You will be expected to collaborate on the implementation of a nurturing, stimulating and creative learning environment which is appropriate to the age and skill level of the children enrolled.

In addition, you will be expected to understand NAEYC code of ethical conduct attached to this job description. The following is the NAEYC Position Statement. Please read and initial that you agree to each element of the position statement.

NAEYC Position Statement* from the NAEYC Code of Ethical Conduct

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability, I will:

Statement	Initials
Never harm children.	
Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.	
Respect and support families in their task of nurturing children.	
Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.	
Serve as an advocate for children, their families, and their teachers in community and society.	
Stay informed of and maintain high standards of professional conduct.	
Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.	
Be open to new ideas and be willing to learn from the suggestions of others.	
Continue to learn, grow, and contribute as a professional.	
Honor the ideals and principles of the NAEYC Code of Ethical Conduct.	

* This Statement of Commitment is not part of the Code but is a personal acknowledgment of the individual's willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education. It is recognition of the moral obligations that lead to an individual becoming part of the profession.

Environment:

A well planned and organized environment is an additional teacher, and this aspect of your performance is of the highest importance. The following elements will help you to be successful, but do not constitute a comprehensive list of tasks.

Task	Initials
Maintain an organized, tidy and clean environment under the direction of the lead teacher - including cupboards, closets, drawers, classroom and additional storage areas.	
Maintain cleanly and usable materials (materials should be complete as well as clean)	
Refresh daily consumable supplies at the direction of the lead teacher	
Read curricula materials provided by the lead teacher	
Notify the classroom teacher when materials need repair or replacement materials are required.	
Collaborate with your assistants and your fellow lead teachers on your material presentation, your space layout and your classroom organization	
Notify the lead teacher when you notice materials are incomplete, in poor repair and / or are potentially hazardous	
Complete all daily cleaning, replenishing and record keeping tasks	
Attend school activities. Assist with planning, set-up and clean-up. These events may be scheduled in the evenings and your attendance is expected.	
Attend ALL In-Service training events. These are required	
Participate in classroom meetings	
Participate in self evaluations	

Supplemental expectations:

Supplemental Expectation	Initials
Maintain consumable supplies responsibly (avoid waste and give timely notice when these supplies need replenishing.	
Learn to use Microsoft Teams for internal communication and shared file storage. Training will be provided.	
Maintain respectful relationships and communication every single person that enters our school at all times.	
You may be asked to support the center by completing tasks such as answering the telephone, talking with visitors etc.	
Please copy or blind copy the lead teacher and the administration on all parent communication	
The administration will also copy the entire staff on all parent and staff communication, unless the communication is confidential.	
Report any safety hazards immediately and take steps to mitigate the hazard in the moment they are recognized.	

All time off requests must be reviewed and authorized by the director. When time off (well days, vacation, and extra days) has been approved, employee will be advised as to whether a substitute is needed.	
Notify the Director as soon as possible when there will be an absence due to illness.	
Notify the Director promptly if you experience or observe harassment, dangerous behavior, discrimination or questionable activity. Documentation of event and persons involved may be required.	
SUPER IMPORTANT ASPECT OF THE BUILDING...	Initials
Under NO circumstances will I flush anything other than toilet paper in any toilet on the premises. You can and will be held responsible for the cost of repairing the grinder pump if wipes, feminine products, paper towels, anything other than toilet paper is found to be in the grinder pump. This is a basic demonstration of respect for our environment and the environment of the earth.	

Relationships with children and families:

Relationships are the foundation of education and a healthy work environment. The following expectations with respect to children, families and then colleagues, are general and do not constitute a comprehensive list; however, the following provides a framework and ethos to which all employees should adhere.

Relationship Expectation	Initials
Embody grace and courtesy. Demonstrate the respect and love of children that is foundational to the philosophies of Magda Gerber, Emmi Pikler and Maria Montessori, as well as uphold the professional expectations of NAEYC	
Be available to listen families when topics of concern arise regarding their children. Please report concerns to the lead teacher and the director on site. Please avoid making decisions, assertions, or giving advice. All parent concerns should be addressed formally by the lead teacher and communicated to all assistants so that everyone can support the child and family in a coordinated fashion.	
Be familiar with the developmental milestones for the children within the age group your classroom serves.	
Be familiar with family cultures and sensitive to communication styles	
Share responsibility for personal care of the children i.e. diapering, toileting, washing, etc	
Be familiar with persons delivering and picking up children from school. If you are not familiar with the pick-up person, ask for ID and check the "Authorized to Pick-Up" list for that child.	
Report any incident that is suggestive of child abuse or other situations that cause concern.	
Do not discuss a child with anyone other than the child's parents, the administration, the lead teacher, and staff involved.	

Value the children	
Value the parents	
Value all the people in the school at all times	

Expectations of relationships with administration, peers, team and support staff:

Relationship Expectation	Initials
You will be expected to follow the lead teacher's requests when performing your duties as an assistant teacher/aide. Often the request will be to give the child space to self-direct. Self-direction is foundational to self-esteem and may seem counter intuitive in the moment. Please ask for instruction, if you are unsure of what you should do	
Maintain confidentiality in all your communications. Do NOT tell on children to their parents, this cannot be done confidentially in the open classroom and must be reserved for a private conversation between the lead teacher and the family AFTER an evaluation of any environmental triggers that may contribute to failed behaviors in children.	
Working closely with lead teacher to ensure clear and consistent guidance of the children.	
Be a role model of grace and courtesy for the children, the lead teacher, the families and your peers and colleagues	
As you mature in your role as an assistant you will be asked to support the training and guidance of new and substitute teachers assigned to the classroom.	
Work as a team with teachers in your classroom and teachers in other classrooms when the need arises, to plan and implement smooth transitions for children moving into the classroom as well as daily transitions	
Communicate daily with lead teacher about all aspects of the classroom, children, materials and supervision	
Communicate daily with lead teacher, and the administration if lead teacher is not present, about any concerns, discoveries or questions	
Always maintain professional standards, act and speak with kindness and compassion. Patience is a critical performance expectation.	
Maintain a count of children in your care and know where every child under your supervision is at all times. This may include children from other classrooms.	
Be a team player. Notice when extra help is needed and give support to fellow staff and administration.	

Lastly, Prohibited Behaviors:

The following is NOT a comprehensive list of prohibited behaviors. Please avoid behaviors that humiliate, discriminate and punish any member of our community and report any concerning behaviors to the administration promptly.

Prohibited Behavior	Initials
Corporal punishment (spanking or physical harm of any kind)	
Child restraint.	
Custodial interference. Only a court order can be used to refuse a previously identified parent's custodial rights	
Time out	
Withholding food	
Withholding outdoor play	
Harassment	
Discrimination	
Physically forcing a child to eat, sleep, or wear an item of clothing when a child refuses. Parents will need to be informed of the refusal and our limitations to force an outcome	