



## Position Description Assistant Teacher

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Sweetbay is looking for an experienced assistant teacher to join our small but growing Montessori school. The assistant teacher plays a significant role in maintaining the safety and well-being of the children. Duties include assisting the lead teacher in the Primary classroom and supervising children in the Extended Care program. The assistant teacher adheres to the philosophy and method established by Maria Montessori and embraced by Sweetbay Montessori School. Applicant must have experience in a classroom or child care setting. The ideal candidate has experience in a Montessori classroom and is energetic, organized, and has great classroom management skills.

### **DUTIES and RESPONSIBILITIES**

Include but are not limited to:

- Maintaining a healthy, clean, and safe environment for the children in your care.
- Assisting lead teacher in preparing the learning environment for developmental level being served in accordance with Montessori educational method.
- Assisting lead teacher in establishing rules and behavioral expectations.
- Reinforcing and modeling classroom rules and expectations.
- Protecting the lessons from interruption.
- Redirecting children to work.
- Supervising children in the classroom, extended care, and play yard.
- Other duties as assigned by the Head of School or lead teacher.
- Observing and responding to children's needs, emergencies, and conflicts that may occur while they are at the school.
- Lifting a minimum of 45 pounds

### **QUALIFICATIONS and SKILLS**

- High School diploma, High School equivalent, or higher education
- Completion of Montessori Assistant training, or willingness to participate in Montessori certification (AMS or AMI) in Early Childhood Education, Elementary Education, or both from a MACTE accredited training center.

Sweetbay Montessori School is an equal opportunity employer committed to maintaining a school environment free from discrimination or bias in any form, including but not limited to race, color, nationality, religion, cultural heritage, political beliefs, marital status, sexual orientation, or disability.

- Completion of Florida Department of Children and Families (DCF) Mandatory Introductory Training (40 hours), or willingness to complete training within 12 months of hire.
- Completion of Florida DCF Early Literacy Training, or willingness to complete training within 12 months of hire.
- Certification in First Aid and Pediatric CPR, or willingness to complete certification.
- Must complete a Background Screening through Florida DCF with a status of Eligible for Child Care and Summer Camps.

## **EXPERIENCE**

Minimum of two years experience in early childhood or elementary education. Experience in a Montessori school is preferred.

## **HOURS**

Position starts with 20 hours/week from 1:30 PM – 5:30 PM with an expected increase to 30 hours/week by the spring semester.

## **PAY**

Wages of \$11 - \$13 / hour to start, based on education and experience.

## **BENEFITS**

- Staff discount on tuition for children or grandchildren
- Full Worker's Compensation coverage in accordance with state law.