



Position Description Assistant Teacher

Sweetbay is looking for an 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. The primary duties for this position are to assist the lead teacher in the Children's House (ages 3-6) and/or the Elementary classroom (grades 1-3), and to supervise children in the Extended Day program. The assistant teacher adheres to the philosophy and method established by Maria Montessori and embraced by Sweetbay Montessori School. The ideal candidate is responsible, energetic, organized, and comfortable outdoors with experience with or good knowledge of Montessori education.

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.
- 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 Florida Department of Children and Families (DCF) Mandatory Introductory 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.

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.

EXPERIENCE

Experience in a classroom or child care setting is preferred, but applicants currently enrolled or recently graduated from Early Childhood or Elementary Education programs are also strong candidates.

HOURS

Position is full time (30 - 40 hours / week) with the ideal candidate available to work core hours from 10:45 AM – 5:15 PM, Monday – Friday. Scheduling is flexible among the staff to support family and other outside commitments.

PAY

Staff members are paid on salary with overtime, calculated at \$13 - \$15 / hour based on education and experience. School holidays less than 5 days duration are paid holidays.

TO APPLY:

Please visit our website: <https://sweetbaymontessori.org/opportunities> to download an Employment Application. Submit completed application with resume and cover letter by US Mail or email to: info@sweetbaymontessori.org