



## Position Description Assistant Teacher

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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). The assistant teacher adheres to the philosophy and method established by Maria Montessori and embraced by Sweetbay Montessori School. On the job training is provided. The ideal candidate displays a deep respect for children and is responsible, energetic, organized, and comfortable outdoors. Experience with or good knowledge of Montessori education is a plus.

### **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 (40 hours / week), Monday – Friday, 7:30 am - 4:00 pm. Scheduling is flexible among the staff to support family and other outside commitments.

## **PAY**

Staff members are paid on salary with overtime, starting at \$13/ 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](mailto:info@sweetbaymontessori.org)