



Position Description Part-time Teacher Assistant

Sweetbay is looking for a part-time teacher assistant to join our small but growing Montessori school. The duties of this position include transitioning students from various activities, supervising and engaging students at recess, and light cleaning. Candidates should possess a deep respect for children, a willingness to learn and be comfortable outdoors.

The hours and flexibility in this position may be perfect for a parent of school-aged children, retiree, or someone else looking for part-time work outside the home.

DUTIES and RESPONSIBILITIES

Include but are not limited to:

- Assisting the classroom teachers in maintaining a healthy, clean, and safe environment for the students in our school in accordance with the Montessori philosophy of education.
- Supervising students at lunch, in the play yard, and occasionally assisting in the classroom.
- Ability and willingness to crouch, kneel, and sit on the floor to interact with young children.
- Light housekeeping such as vacuuming, sweeping, cleaning bathrooms and wiping surfaces.
- Available to substitute for an Assistant Teacher on occasion.
- Lifting a minimum of 45 pounds.
- Other duties as assigned by the Head of School.

QUALIFICATIONS and SKILLS

- Love and enthusiasm for working with children.
- Certification in First Aid and Pediatric CPR, or willingness to complete certification.
- Successful completion of Florida Department of Children and Families Background Screening with a status of "Eligible" for Child Care and Summer Camps.

EXPERIENCE

Applicants must have either formal or informal experience working with young children. Experience in a classroom or child care setting is preferred.

HOURS

Position is part-time (15 hours / week) Monday – Friday with opportunities for additional hours throughout the year. Scheduling is flexible among the staff to support family and other outside commitments.

PAY

Staff members are paid hourly starting at \$13 / hour.

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