



Children's House of Durango, LLC
Montessori Education
1689 West Third Avenue Durango, CO 81301
www.childrenhouseofdurango.com
970-259-1089

Assistant Teacher Job Description

Position Title:

Assistant Teacher

Overview of Position:

Our Assistant Teacher works in collaboration with our Lead Teachers for preschool and kindergarten curriculum at Children's House of Durango. At present, the curriculum consists of Montessori based Practical Life, Sensorial, Language, Mathematics, and Cultural curriculum, which includes topics such as Science, Geography, Music Appreciation, and Art.

Position Reports To:

Lead Teacher and Children's House of Durango Director

Position Status:

- Hourly (non exempt) – 25 to 30 hours per week with a possibility of up to 40 hours a week
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Responsibilities:

- Assist in the instruction of preschool-aged children in activities designed to promote intellectual and creative growth within the Montessori model and philosophy
- Assist in the instruction of kindergarten-aged children in activities designed to promote intellectual and creative growth within the Montessori model and philosophy
- Assist in the creation of curriculum that follows Montessori philosophy and Colorado state guidelines for preschool-aged and kindergarten-aged children and assist in the implementation in the classroom
- Help to ensure the schedules and routines for physical activity, rest, and playtime
- Assist in the development of lesson plans for both preschool-aged and kindergarten-aged children
- Create a fun and safe learning environment
- Assist in the evaluation of student progress
- Maintain supervision and guidance of children at all times
- Maintain the health and safety of all students
- Establish and maintain positive relationships with students and parents

- Communicate with parents on students' growth and progress
- Work collaboratively with lead teachers and other staff
- Complete 15 hours of continued education hours
- Adhere to the Classroom Guidelines at Children's House of Durango (*see page 3*)
- Adhere to the Policies and Procedures of Children's House of Durango

Qualifications:

- Must meet at least one of the following:
 - A minimum of nine (9) months (1,365 hours) of verified experience in the care and supervision
 - Completion of two (2) of the Early Childhood Education courses
 - OR a current Early Childhood Professional Credential Level I or higher
- Previous experience in childcare, teaching, or other related fields
- Montessori certification and/or training is preferred*
- Passionate about working with children
- Ability to build rapport with children
- Positive and patient demeanor
- Excellent written and verbal communication skills

**Children's House will offer Montessori training upon hiring.*

Skills:

- Ability to handle child conflicts, and help children with emotional regulation
- Ability to communicate effectively with parents and be supportive of all family dynamics
- Be able to plan, supervise, and carry out activities related to math, language, art, music, and movement that are centered in the Montessori philosophy
- Be a reliable and respectful staff member
- Have a desire to work with children with enthusiasm, patience, and creativity
- Problem-solving abilities
- Must be able to lift 50 pounds
- Complete other duties as assigned

Compensation:

- Assitant Teachers are paid an hourly rate based on education, experience, CE hours, trainings, and certifications

All employees are required by State licensing regulations to successfully pass 2 criminal background checks as well as complete 7 hours of training within the first two weeks of being placed into a classroom.

All employees in contact with children are required to complete state-mandated trainings, which will be provided to new employees.

Children's House of Durango - Classroom Guidelines

1. Be a good role model for the children, in your actions, words and the way you present yourself.
2. Children must not harm the materials.
3. A child may not disturb another child's work.
4. Address children and adults by their first name.
5. Sit on chairs or the floor and kneel or stoop to a child's level when speaking to them.
6. Use as quiet a voice as possible to convey your message. A pleasant, calm, friendly tone works well.
7. Take time out to enjoy friendly conversations with the children. Always let children initiate conversation.
8. Speak clearly and wait patiently for a response from the child. Avoid talking for the child.
9. Carry only one object at a time in front of the children.
10. Replace your chair under the table when you get up, even for a short time. When sliding your chair under the table or getting out of it, make sure you do not have any objects in your hand.
11. Move gracefully, subtly, and slowly through the environment. Limit movement through the environment and observe while stationary or seated when possible.
12. Observe the entire classroom. Limit the time spent with one child, be aware of what is happening around you.
13. Try to engage "wanderers" in "work."
14. Be extra careful to say "please", "thank you", "excuse me" etc. in front of the children at appropriate times.
15. Treat each child with respect at all times.
16. Always be pleasant and smile often around the children.
17. Try not to interrupt a child's concentration.
18. Use specific, descriptive language, "Please use the blue paper on top of the science table."
19. Guide a child, as a means of discipline. Explain in a positive manner, what they can do instead of what they can't. For example, "You need to..." or "You can use walking feet inside, running is for outside."
20. When it is necessary to speak to a child about their behavior, please remove the child from the group and speak to them one on one. This displays mutual respect.