



# SPRUCE TREE MONTESSORI SCHOOL

## JOB DESCRIPTION

Position: **Toddler Teacher Assistant, Sprout Program**

Status: Full-time, non-exempt, school year

### **Job Summary**

Provide sound educational leadership to students; assist with all aspects of, including but not limited to, the set-up, organization, maintenance, safety and security of the Sprout (toddler) classroom environment; create a peaceful, supportive, and safe environment for young children approximately 15 - 36 months in age where a child's natural passion for wonder, curiosity, exploration, independence, and discovery comes alive. Support the appropriate implementation of whole child curriculum using Montessori materials as available and other educational materials; collaborate with the Lead Toddler Teacher for best practices of classroom and behavioral management; perform student observation and discuss with Lead Teacher and Educational Director; apply the Montessori philosophy to all aspects of the Sprout program to include physical and cognitive developmental activities, social-emotional modeling/learning, practical life/self care modeling/learning, and language and communication development. Support snack, lunch, recess and naptime according to the school schedule; assist with materials/lessons preparation and creation; clean as needed to include dish-washing, vacuuming, dusting, and sanitizing; assist with diapering and support toilet training according to the Parent Handbook; abide by all policies outlined in the Spruce Tree Parent & Employee Handbooks; promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; perform job duties herein and at the direction of the Lead Toddler Teacher, Educational Director or Head of School.

### **Job Qualifications**

- BS or BA degree, progress toward degree, or interest in post-secondary education
- Montessori Certification (Infant/Toddler or Early Childhood level), progress toward certification, or interest in certification training
- Experience in a classroom or with children in youth sports, youth organizations or equivalent
- CPR / 1st Aid Certified preferred; training provided
- Experience with classroom set-up and materials organization or equivalent
- Excellent customer service and parent relationship skills

- Proficient knowledge of common software programs (Mac/PC - Word, Excel, Publisher, Photoshop, etc)
- Efficient time management skills
- Team-oriented demeanor; ability to be flexible
- Ability to work full-time (not less than 40 hours per week), during the school year, with some overtime necessary to accommodate operational needs, for classroom preparation, for attendance at staff meetings, for presence at school events, and attendance at community events for public relations

### **Job Duties**

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent Handbook and Employee Handbook.
2. Function as a facilitator of learning; a resource person, educational guide, role model, demonstrator, and meticulous observer and recorder of student behavior and growth.
3. Support the development of students academically, socially, emotionally and physically.
4. Assist with the design, set up and maintenance of a classroom environment that is safe, clean, stimulating, inspiring and fun.
5. Support the establishment of an environment where respect, acceptance and trust between child and teacher allow creativity to flourish.
6. Become well-versed in classroom materials and utilize them appropriately.
7. Assist with the preparation of the classroom environment to ensure it contains the resources necessary for exploration and discovery in a pleasant atmosphere.
8. Follow the daily schedule, providing a consistent routine, and implement appropriate behavioral and physical boundaries that nurture independence and self regulation.
9. Assist with the redirection of children as needed so as not to distract other students.
10. Assist with the creation of materials that stimulate interest.
11. Work collaboratively with all Spruce Tree Montessori staff to engage student interest, create, develop and implement topic extensions, special lessons, celebrations, and/or multi-classroom/all school assemblies or celebrations.
12. Share and discuss child behavioral and/or learning challenges with the Lead Toddler Teacher, Educational Director or School Counselor in order to best remedy said challenges.

13. Attend the annual Spruce Tree Montessori Parent Orientation, Back to School Open House, team, program and staff meetings as scheduled/invited.
14. Assist with parent outreach and community public relations by attending "Montessori Monday" events, attending school-sponsored events and occasionally attending local Chamber of Commerce Meetings; attend other community events determined to be in line with the school's mission.
15. Work in coordination with the Head of School, Elementary Teachers, Lead Children's House Teachers, Lead Toddler Teacher, and/or parents for developing accurate cultural programming lessons to include assemblies, educational celebrations, activities and/or work materials respectful to religious freedom and exposure.
16. Foster healthy parent morale using respectful and kind communication strategies.
17. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
18. Perform other duties as assigned by the Lead Toddler Teacher, Head of School or Educational Director.