



LITTLE STAR MONTESSORI SCHOOL

Infant Assistant Job Description

Summary of Position:

The Little Star teacher helps direct his/her students' activities academically, emotionally, spiritually, and physically in a prepared Montessori environment that challenges each child to reach their fullest potential.

Planning, Preparation and Instruction

- Supports implementation of age-appropriate Montessori curriculum throughout the year.
- Oversees the flow of the classroom.
- Keeps a well-prepared and organized classroom with regular material and activities rotating throughout the year.
- Meets regularly with team teacher(s) as needed for planning weekly/monthly lessons, reviewing children, revitalizing/revising classroom.
- Maintains close communication with team teacher(s) and other staff members.
- Sets up and cleans up classroom, at beginning/end of school year.
- Helps maintain a record keeping system to track the children's progress, as instructed by the Lead Teacher.
- Maintains a safe, clean, caregiving environment, practices hand washing and safe food handling procedures, and assures the well-being and safety of all of the children in that environment.
- Helps with daily activities including: preparing bottles and food as needed, dressing and undressing, diaper needs, nap time, and offering regular sensorial, gross and small motor work to promote healthy development of each infant in the program.

Communications

- Ensures respectful and open lines of communication with parents.
- Attends and responds to parent concerns and questions in a timely manner.
- Helps the Lead Teacher send weekly emails from the classroom, highlighting the week's activities, upcoming events and Montessori curriculum.
- Helps with individual parent conferences twice a year to discuss each child's growth and development.
- Helps educate parents in the Montessori philosophy and finds ways to involve parents in the program.
- Facilitates a respectful environment for children and adults by advocating conflict resolution and Grace and Courtesy lessons.
- Respects and protects the privacy of children, parents and staff.

Professional Responsibility

- Participates in ongoing evaluation including classroom observations, feedback meetings with Lead Teacher, Programs Director and School Director and an annual self-assessment.
- Maintains teaching skills and participates in professional development activities (both within the school and attendance at conferences, workshops).
- Complies with all continuing education requirements including annual training hours required through Washington State for licensed childcare providers.
- Attends staff meetings, professional days and other collegial activities designed to make the entire school a productive learning environment.
- Checks email daily and responds as appropriate to requests/questions from administration.
- Adheres to all school policies and guidelines established in the employee handbook.
- Assists in the development of and participates in school functions, including Open Houses, Orientation, Family picnics, Parent Cafés, etc.

Qualifications & Skills

- 3 years experience working in an infant/toddler education program preferred. Willing to train the right applicant with less experience.
- Strong interpersonal and communication skills with children, parents and other staff members.
- Nurturing, calm, kind and respectful, with an open attitude towards all children and families.
- Is creative, flexible, loving and patient.
- To be completed upon hire, before school starts:
 - Food Handlers certificate, HIV/Aids and Bloodborne Pathogens Certificate, current Tuberculosis test, and Safe Sleep Certificate
 - Complete Washington State background check and fingerprints
- Completion of initial 30 hour STARS training (completed within 6 months of hire).
- Completion of Positive Discipline training (completed upon hire).

Wage and Benefits:

- Wage depending on experience, please inquire for more information
- Annual health stipend and paid sick/personal days (amount based on number of days employed)
- 3% retirement match provided