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JOB DESCRIPTION

ASSISTANT PRESCHOOL TEACHER FULL AND/OR PART-TIME

Qualifications:

A person in this position must be at least 18 years of age, have a high school diploma and meet the requirements of the Montana child care licensing agencies. This person has a warm and friendly personality, is sensitive to the feelings and needs of others and able to relate well to young children. Individuals who have some education, training or experience with young children will be given a priority. In addition, s/he must be willing to fulfill his/her responsibilities in accordance with Yellowstone Montessori's educational philosophy. The requirements include the following:

- Coursework in early childhood education or child development
- Impeccable references and a proven track record of caring for and nurturing young children
- The ability to meet state primary caregiver requirements for education and experience as well as a clean driving record. The successful candidate will have to be finger printed and clear federal and state background checks.
- If candidate is applying for full-time work, be willing and able to work from 7:45 am to 4:30 pm or 8:30 am to 5:15 pm with ½ hour for lunch; full time 5 days per week. Flexibility as to the hours and schedule of work.
- Summer Session hours and Fall hours are negotiable. Probationary period is 6 months.
- Must be at least 18 years of age and have a high school diploma or equivalent.

Job Description:

The Assistant Teacher assists the teachers in preparing and maintaining the environment in which the Montessori approach to education is implemented. This includes:

- 1) Preparing snacks and supervising the children while they eat their snacks from 9:00am to 11:00am and then cleaning up afterwards.
- 2) Assisting with supervision of students in the classroom during scheduled hours between 8:00 am and 3:00 pm, Monday through Friday.
- 3) Assisting with supervision of after school care students between the hours of 3:00 to 4:15 pm in the classroom and/or play yard during the summer and 3:00 to 5:15 during the school year.
- 4) Dusting, sweeping, mopping and vacuuming and otherwise thoroughly cleaning, sanitizing and disinfecting the environment including the kitchen, bathrooms, cubby room;

- 5) Refilling supplies and properly storing all classroom supplies as directed by the Lead Teacher.
- 6) Assisting the teachers with care and maintenance of the classroom materials, i.e. maintaining an orderly environment and keeping it clean and in good condition.
- 7) Assisting in the preparation of curriculum materials as directed.
- 8) Helping with the maintenance of the inventory of supplies for the classroom.
- 9) Helping with the maintenance of current, accurate classroom records by writing down lessons given, incident reports, lists of supplies and snack foods needed; etc.
- 10) Assisting with projects, programs and planning as requested by the Lead teacher.
- 11) Answering the phone and completing a Parent Inquiry Form for parents who are interested in enrolling a child at Yellowstone Montessori.
- 12) Supporting the teachers' work in all aspects of the classroom environment; looking for candidates who are as passionate about the growth and development of each precious child in our care as we are.
- 13) The Assistant Teacher also attends staff meetings and other training classes such as First Aid and CPR, particularly the 16 credit hours of online and in-person Orientation Classes that are required by Montana State Laws and Regulations.

The Assistant Teacher also presents educational lessons, exercises and experiences as he/she is trained to do so. An Assistant Teacher will begin working with the children by leading or assisting with the following:

- 1) Reading a book to a group of children.
- 2) Leading Abby Astronaut music/exercises wherein the children learn the letter sounds as the first step in learning to read.
- 3) Leading large motor exercises and dancing in the exercise room.
- 4) Listening to children read.
- 5) After receiving training, present introductory Montessori lessons to children in practical life, sensorial, math, reading and writing avenues.

OPPORTUNITY FOR PROMOTION:

An Assistant Teacher may become a Montessori Primary Teacher if s/he completes the Primary Montessori Certificate Training program presented by an accredited Montessori Training program such as Age of Montessori in Bozeman, MT. The first stage will be spending a year as an intern before advancing to a fully trained Montessori teacher position.

COMPENSATION:

PAY LEVEL: \$12-15 PER HOUR, based upon education and experience. Pay is based on an hourly wage and overtime is paid for any hours worked over 40 hours per week including preparation time and teacher training courses required by the school's Child Care Center License with Montana Department of Public Health & Human Services (DPHHS).

BENEFITS FOR FULL TIME EMPLOYEES: 10 Paid vacation days per year (September 1, to August 31); 6 Paid sick leave days; 10 Paid holidays. (Benefits are available upon first day of employment. Benefit hours are pro-rated for part-time employees.)

For more information about Yellowstone Montessori Academy, check out our website at <http://www.yellowstonemontessori.com> .