



# PINES MONTESSORI SCHOOL

## *Job Description*

### Montessori Assistant Teacher Infant Community

The Montessori Teacher is a *Guide* within the prepared Montessori environment. We support children in their development:

- physical
- social
- intellectual
- emotional
- spiritual

Our mission is to contribute *significantly* to a better world, through learning experiences based on authentic Montessori principles and practices.

As a Guide in our Infant Community you are responsible for the care, supervision and management of a community of Infants from 6 weeks of age until 18 months. We follow the lead of the child and guided by our Montessori philosophy. We follow Minimum Standards as set forth by Childcare Licensing and we are accredited by the International Montessori Council.

#### Your Principal Duties include:

- conduct focused observations of the children
- prepare an appropriate environment that matches the needs of the children currently enrolled
- develop, carry out and evaluate individual plans for each child based on observations
- ensure the safety and well-being of the children
- maintain regular communication with parents and colleagues- both written and verbal
- contribute *significantly* to the effective operation and growth of Pines Montessori School

#### These are Necessary Skills:

- Ability to identify and resolve problems in a timely manner.
- Ability to maintain the confidentiality of the children's and their family's information at all times.
- Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, put success of team above own interests, build morale and group commitments to goals and objectives, and support everyone's efforts to succeed.
- Ability to follow policies and procedures.
- Ability to prioritize and plan work activities and use time efficiently.
- Ability to approach others in a tactful manner.
- Ability to follow instructions and respond to direction and take responsibility for your own actions.
- Ability to meet challenges with resourcefulness and generate suggestions for improving work.

You will report to the Head of School.

### Your Job Responsibilities include:

- Ensuring that routines are carried out in a manner that is prompt, hygienic, and consistent with our Montessori philosophy, with all childcare licensing mandates and with all procedures in our Staff Handbook as well as all Health and Safety trainings. This includes, but is not limited to routines related to diapering, hand washing, eating, napping and transitioning between activities.
- Ensuring the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures
- Creating an open, friendly, and cooperative atmosphere in which children and families feel comfortable and secure
- Providing experiences that promote individual expression through conversation, play and creativity
- Ensuring that parents receive timely information about their child's experiences through daily contacts and regularly scheduled parent conferences
- Maintaining written records designed to document the growth and development of individual children
- Promoting and nurture parent-child bonding and relationships
- Greeting infants and their parents warmly and with enthusiasm each morning
- Initiating activities daily with Infant both inside and outside the classroom
- Providing daily care individually to each infant, including but not limited to diapering and feeding on demand
- Withdrawing at regular intervals to observe the tone of the environment and the children
- Observing children to detect signs of illness, injury, abuse, neglect, emotional disturbance or other special needs, and report these signs immediately to the Head of School
- Using equipment and supplies safely and conscientiously, keeping physical environment clean and orderly
- Inspecting the school site and equipment for potential safety hazards; taking corrective action or informing the Front Office to prevent injuries
- Contributing *significantly* to the effective operation and growth of Pines Montessori School by participating in staff meetings and sharing information gained through attendance at workshops and professional reading.
- Maintaining a positive and calm attitude. Asking questions and modeling appropriate behavior for all children, parents and colleagues.
- Working together, as a member of a team, to ensure continuity and a high standard of quality in all of our classrooms and throughout our entire campus at Pines.

### Education and Experience:

#### Preferred

- Montessori trained and certified in Infant/Toddler teacher through a MACTE (Montessori Accreditation Council for Teacher Education), accredited teacher training center
- Previous experience teaching in a Montessori setting
- Experience in a developmentally appropriate early childhood environment serving infants and/or toddlers.

You must, have or be willing to obtain, training and experience necessary to develop consistent, stable, and supportive relationships with very young children.

#### Required Skills and Abilities:

- You must have a warm and supportive attitude and disposition toward working with children, their families and your fellow colleagues
- You must be reliable
- You must be flexible in receiving other duties as assigned or adapting to changes at Pines
- You must be willing to accept supervision and redirection in order to grow
- You must have excellent oral and written communication skills
- You must be able to apply previously acquired knowledge to new situations
- You must be physically able to perform the job of a teacher of young children

#### Work Environment and Expectations

Pines Montessori School is an accredited school through both the Southern Association of Schools- AdvancED and the International Montessori Council. This is our profession. We take our work very seriously. Our fundamental premise is that we select a staff of:

***talented, competent, kind, motivated, flexible, fun and responsible adults***

and that, in turn, Pines Montessori School will be a place where you will **want to be**.

We believe that working at Pines is challenging, enjoyable and rewarding. We love what we do and we love where we do it.

#### General Pay and Contract Provisions:

- 40 hour work week
- Scheduled hours may flex due to enrollment trends
- Compensation is commensurate with your education and your experience
- Benefits available

#### Physical Demands

- While performing the duties of this job, you will be regularly required to talk, hear, and see.
- You will frequently be required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. Fine hand manipulation, such as keyboarding, may be required.
- You must be able to lift and/or move up to 30 pounds.
- Specific vision requirements include your ability to see at close range.
- At times, your job may require more than 40 hours per week to perform the essential duties of the position.

#### Legal Stuff

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### More Legal Stuff

*This job description is not an employment agreement or contract. Pines Administration has the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*