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## MONTESSORI ASSISTANT TODDLER TEACHER Job Description

Clementine Montessori is a small school nestled in Center City Philadelphia. Our mission is to nurture a community of learning, kindness, and independence amongst our students. It is the school's objective to create a safe, engaging, and inspired learning environment grounded in the philosophy of Dr. Maria Montessori. We strive to build a diverse community of learners and recognize the uniqueness of each child.

We are seeking candidates for a Montessori Assistant Toddler Teacher for the summer of 2023 and the 2023 – 2024 school year. The Assistant Montessori Toddler Teacher will work closely with Lead Montessori Toddler Teacher in an environment prepared for students who are 18 months to 3 year of age as well as working closely with the other members of the Clementine team to support the mission and vision of the school by providing an instructional program that supports the individual needs of the individual child.

The following are requirements of prospective candidates:

- Have a strong interest in early childhood development and the Montessori philosophy.
- Have a minimum of 3 years' experience working with young children.
- Has experience communicating with parents.
- Is in alignment with school's mission and vision statements.
- Has received COVID vaccination and is up to date with boosters.

The following experiences would be preferable but are not required:

- Has experience working in specifically a Montessori environment.
- Has their AMS, AMI or MACTE Montessori Credential for Infant/Toddlers, are entering the internship year of Montessori training or are considering Montessori training in the near future.
- Has earned a college degree.
- Is bilingual in English and Spanish.

This is a twelve-month full time exempt position with full benefits including health, dental profit sharing, long and short term disability, life insurance, teacher remission as well as paid vacation and paid school closures. The daily hours are from 7:30AM to 3:30PM with forty-five minutes for lunch. Teachers report directly to the HoS.

### A. Planning, Preparation and Instruction

1. Follow the child by adapting instruction to meet the unique learning needs of each child, including children with identified special needs.
2. Record observations and evidence of children's growth and development on a daily or weekly basis.
3. Interpret and use observations to inform instructional decisions for individual students.

### B. Classroom Environment/Management

1. Assist in the preparation of an environment in which the furnishings and materials correspond to the needs of the group and evolves as the needs of the group do throughout the year.



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2. Assist in maintaining a clean, orderly, and attractive environment, including the care and maintenance of classroom materials and equipment.
3. Assist in creating a safe, secure, learning environment by showing appreciation and respect for the individual differences and unique needs of each member of the learning community.
4. Model and teach conflict resolution and problem solving strategies in the classroom.
5. Be consistent and clear with logical consequences to help children to manage issues.
6. Foster a classroom community that provides continuity in rules and expectations for behavior similar to those developed across all classrooms.
7. Supervise children at all times during class in a proactive manner.

### C. Communication

1. Be responsive, respectful, and courteous in all communications in the school community.
2. Communicate to others with a professional manner that supports an understanding of the school's program and develops positive relationships within the school community.
3. Proactively address and communicate issues of concern to fellow teachers and Head of School including discipline concerns, family concerns, etc.
4. Protect the privacy/confidentiality of each student and family in the school community.
5. Establish a positive relationship with the lead teacher and maintain regular communication with regard to each child's specific needs.
6. Participate in parent programs that help nurture an understanding of their classroom curriculum and philosophy.
7. Assist in the completion of Progress Reports and narratives twice a year in a timely manner and according to school's schedule.
8. Assist in the development of and participate in school functions, including but not limited to Open Houses, Parent Education opportunities, and family events.

### D. Professional Responsibility

1. Continually reflect on and refine classroom practice.
2. Collaborate in professional growth with members of the school community.
3. Read journals, books, articles to support your teaching in your classroom.
4. Attend and contribute to meetings, discussion groups, committees, etc.
5. Adhere to guidelines and policies as established in the employee handbook.
6. Seek opportunities for professional growth and at a minimum obtain the annual professional development hours required by the PA Department of Human Services (12 hours).