



**POSITION:**

**Toddler Assistant Teacher**

**SUMMARY:**

Harbor Montessori School, an independent, non-profit, accredited school in Gig Harbor, WA serving children ages two months through 8th grade is seeking a nurturing, consistent, collaborative individual to join our team as a Teaching Assistant in our Toddler Program. Prior Montessori experience and/or working with young children is a plus, but not required, as on-the-job training is provided. The Harbor Montessori School Assistant Teacher is responsible for assisting the Head Teacher in providing a high-quality early learning experience for a group of 12 children ages 15 months to 3 years that meet the standards of the American Montessori Society (AMS) and the Washington State Department of Children, Youth, and Families (DCYF). The Assistant Teacher, in conjunction with and under the direction of the Head Teacher is responsible for the safety and well-being of the children, ensuring a warm, nurturing, engaging environment.

**CALENDAR / FTE:**

Twelve Month / 1.0  
Full-time

**STATUS:**

Non-Exempt / Hourly

**COMPENSATION:**

\$18.03 - \$28.84 per hour  
Commensurate with experience

**DEPARTMENT / LEVEL:**

Educational Staff

**REPORTS TO:**

Head Teacher and Associate  
Head of School

**START DATE:**

August 25, 2026

**KEY RESPONSIBILITIES:** (Include but are not limited to)

- Prepare and maintain the indoor and outdoor environments under the guidance and direction of the Head Teacher to provide a variety of age-appropriate experiences and foster exploration, discovery, and independence.
- Under the guidance of the Head Teacher, uphold the daily routine that includes time for individual and group activities, encourages creative expression, and fosters a warm, nurturing environment.
- Actively supervise children at all times, ensuring physical and psychological safety. Redirection and behavior support through appropriate modeling and positive discipline techniques.
- Assist with lunch/snack time, rest time, diapering/toileting, and other daily aspects of the program.
- Establish and maintain a positive and professional relationship with the children, families, and fellow staff members.
- Maintain student attendance and injury/incident reporting, assuring confidentiality.
- Receive mentoring and ongoing guidance from the Head Teacher; demonstrate willingness to learn about and support the Montessori approach to education.
- Embrace the tenets of Harbor Montessori School's mission, vision, and values, including optimism, respect, connection, integrity, and inclusivity.
- Perform other functions as necessary or assigned.

**EDUCATION/CERTIFICATION REQUIREMENTS:**

- High School diploma or equivalent
- Ability to meet the [requirements for Assistant Teachers](#) as established by the Dept. of Children, Youth, and Families (DCYF), including pre-service requirements (must be completed before your first day of work) and ongoing training requirements established by DCYF and Harbor Montessori

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Ability to work indoors and outdoors in various weather conditions, including supervising outdoor play
- Ability to lift, hold, and move children weighing up to 50 pounds
- Ability to stand, walk, run, and bend for extended periods
- Frequent need to sit on floor, crawl, squat, kneel, and stoop to engage with toddlers at their eye level
- Ability to move quickly to ensure child safety, as well as the capacity to assist in evacuations or emergencies

**PREFERRED SKILLS AND EXPERIENCE:**

- Demonstrated ability to build positive relationships with children
- Demonstrated ability to work efficiently within a team
- Demonstrated ability and commitment to follow through on tasks as assigned
- Demonstrated ability to work collaboratively with coworkers and families
- Prior Montessori experience

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Full-time employees are eligible for the following benefits:**

- Health, vision, dental, and life insurance
- Retirement plan
- Paid time off
- Tuition remission

**Applicants, please include the following:**

- Cover Letter
- Resumé
- List of references (3): names, addresses, phone & email

Please send your resume to [careers@harbormontessori.org](mailto:careers@harbormontessori.org)