



Assistant Teacher

Harbor Montessori School is seeking a nurturing, dynamic, flexible team player to join our staff as an Assistant Teacher for the 2024-2025 school year! The ideal candidate would have experience in any of the following levels: infant, toddler, early childhood, lower elementary, and upper elementary and would be familiar with or willing to learn about the Montessori method of education. This is a full-time assistant teaching position.

The Harbor Montessori School Assistant Teacher understands and promotes the school's mission, vision, objectives, and policies both within and outside the immediate school community. The Assistant Teacher is responsible for providing a safe and productive learning environment for students in accordance with the school's mission, vision, objectives, and policies. Assistant teachers' hours and responsibilities vary by program and classroom. Often assistant teachers work in both the childcare program and the Montessori classrooms.

Note: The Infant and Toddler Assistant Teacher must be able to lift a child of up to 35 lbs.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Maintaining an on-going dialogue with head teachers about the teacher's curriculum needs, support needs, and expectations.
- Helping to maintain an environment that meets or exceeds state health, fire, and childcare requirements.
- Providing a consistent, safe, and positive experience for all children with whom they work, phrasing any directives positively when speaking with the children.
- Supervising the classroom as directed by the Head Teacher.
- Supervising outdoor activities.
- Assisting with lunch time, rest time, and other aspects of the school day, as required.
- Establishing positive relationships with students which, while recognizing the differing roles of adult and child, are characterized by mutual respect and good will.
- Protects the peace and privacy of the children at work.
- The Assistant Teacher shares the responsibility for the safety and physical well-being of the children at all times.
- Following all policies listed in the Faculty and Staff Handbook.
- Listening to and appropriately redirecting any parent question or concern.
- Modeling integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender equity and diversity.
- Attending staff meetings, as and when requested.
- Assistant teachers are flexible, friendly, and dedicated.
- The Assistant Teacher may be required to plan and execute activities for the childcare program.

SKILLS AND REQUIREMENTS:

Childcare experience required (at least 1 year)

The pay range for this position is \$17.50-\$26.00 per hour, commensurate with experience and qualifications.

Full-time employees are eligible for the following benefits:

- Health, vision, dental, and life insurance
- Retirement plan
- Generous paid time off
- Tuition remission
- Paid professional development opportunities

Please send your resume to brittany@harmontessori.org