

MONTESSORI AMERICAN INDIAN CHILD CARE CENTER

Assistant Teacher Job Description

Title: Assistant Teacher

Reports to: Head of School

Status: Full Time Non-Exempt 40 hours/week

Vision: *‘to be the premier American Indian model of early childhood opportunity.’*

Mission: to address the early childhood needs and the academic achievement gap of American Indian children through revitalizing the language and culture.

Position Purpose: To assist the Lead Guide/Teacher in the day-to-day care of children, assuring that each child is well supervised, nurtured and supported in the development of their self-esteem.

Essential Functions:

- Assist in the supervision of children maintaining a safe and welcoming environment for the children, ensuring children are always within direct site of adults.
- Observe children daily and assist in documenting work choices and behaviors on the observation log.
- Tend to any Accidents and/or Incidents experienced by children, completing a written report and reporting it to the Head of School.
- Share native cultural stories and songs with the children, ensuring a positive approach that promotes healthy values and practices.
- Share the native language in environment as often as possible, speaking as much native language in the presence of children.
- Assist in the development of new materials that reflect the native culture including family relations, community structure and roles and responsibilities of community members.
- Spark imagination, build self-esteem and help children discover new things each day, following the Montessori principles and American Indian values.
- Attend to environment including dishes (removing and returning dishes, end of day washing, and folding all laundry) involving children in care of environment as appropriate.
- Assist and attend to maintaining materials in the Children’s House. This includes a daily review of the environment to ensure there are no broken or missing materials at end of each day, removing any incomplete material. Material making consists of making language cards, booklets, aprons, oil clothes, pouches, etc. As necessary, request approval to order any materials.
- Provide one on one support and supervision for children demonstrating unique learning needs including presentations allowing the child/ren to follow their interests and develop their skills.
- Provide for supervision of children in absence of the Lead Guide including daily morning, lunch and afternoon breaks.

Other

1. Attends all scheduled staff meetings, team meetings, and trainings, as requested.
2. Participate in Parent Nest/Education programming and special events.
3. Develop and maintain a positive relationship with the parents of the children enrolled at MAICC.
4. Keep abreast of trends and changes in early childhood education.
5. Assist in the communications with parents and community including newsletter, Facebook, twitter, website and other promotional marketing and public relations for all MAICC activities.
6. Represents MAICC in the community at large.
7. Performs other duties, as may be assigned.

Recommended Employment Qualifications of the Assistant Teacher

- Minimum of one year of direct service to the American Indian community and/or classroom experience at either the pre-school or elementary level.
- Enthusiastic commitment to the Montessori philosophy and be articulate when speaking of the MAICC's philosophy and goals.
- Demonstrated passion and commitment to the education of all children with an emphasis on academic excellence embedded in the American Indian culture and language.
- A strong ability to work collaboratively to build a healthy team with staff and parents.
- Bachelor's degree preferred; American Indian Eminence Teaching Credentials and/or AMI Montessori Assistant Credential (or willing to complete).

Additional requirements:

Be 20 years of age. Must be able to comply with a DHS requirement of a background check, CPR/First Aid training, Child Restraint, Head Trauma training and other required DHS trainings.

Possess personal qualifications as required in Licensing Standards for Childcare Centers - emotional maturity, dependability, flexibility, patience, good personal hygiene, good physical & mental health, which does not interfere with responsibilities. Must have good verbal communication skills and visual ability to observe children. Ability to fulfill responsibilities under pressure, including during emergencies.

Working Conditions:

Risk of exposure to blood, body fluids, or tissues. Risk involved with travel on main highways, side streets and rural roads during the transportation of children. Risk of exposure to communicable diseases. Must be able to lift 55 pounds, many times a day, climb into the school bus, bend, kneel and squat frequently.

BENEFITS

- \$18-\$20/hr based upon experience and qualifications
- Health & Dental Benefits available
- Paid Holidays with opportunity for earning Paid Time Off
- Free coffee and tea and a wonderful staff