

# SUNSHINE MONTESSORI SCHOOL

## POSITION POSTING



### OPEN POSITION:

**TITLE:** TODDLER HOUSE ASSISTANT TEACHER

**REQUIREMENT:** QUALIFIED RULE 3 TEACHER ASSISTANT

**START DATE:** SEPTEMBER 2024

**STATUS:** FULL-TIME

**HOURS:** APPROXIMATELY 7:45AM-3:45PM

**PAY:** \$17.50 - 21.00 HOUR DEPENDING ON QUALIFICATIONS

### BACKGROUND:

Sunshine Montessori School is a non-profit Southwest Minneapolis community preschool serving toddlers and preschoolers aged 16 months through 6 years. The purpose of our program is to develop each child's passion for learning in a positive and nurturing environment that teaches respect for oneself, others, and the environment. Sunshine staff should support our core program values of *Community, Excellence, Engagement, Character & Inclusion*. We are looking for a nurturing person to join our teaching team as a teacher's assistant to the Children's House Guide. Success in this position will require flexibility, patience, multitasking, teamwork, energy and terrific relationship skills.

We are also looking for someone with a positive attitude and an interest in working with children as well as in education.

### WHO WE ARE:

Sunshine has an incredible history in SW Minneapolis and is known for our community of caring and supportive families and staff who build relationships that have lasted for decades. We believe working together and building bonds help us all achieve our goal of nurturing our students. Our core values and commitment to diversity, equity, and inclusion are the heart of what we do and the decisions we make. We have a fantastic record of teacher retention and ensuring all our teachers are supported and valued for the work they do each day. Applicants should be ready to bring their own personalities and gifts to Sunshine and know they will only grow as educators as a part of this gifted and dedicated teaching team.

### JOB PURPOSE:

The Assistant Toddler Teacher supports the trained Montessori Toddler Guide and all our toddler students in various ways integral to our students' experience. The position supports and cares for the well-being and physical and emotional growth of the children and is integral in helping foster those children enrolled in our Program. Our toddler staff focuses on furthering the unique and individual development of each of our 10 students aged 16 months - 3 years. They work with children to support daily activities in language, social/emotional, cognitive, and motor skill development, while nurturing their spirit and love of learning and exploration. Sunshine staff are encouraged to be creative and share their unique interests in skills in this role, with opportunities to bring in their own skills, be it art, nature, music, food, dance, theater, culture, etc., all while working as a team to foster the Toddler House.

**KEY JOB RESPONSIBILITIES:**

- Works alongside the Guide in all tasks integral to the maintenance and daily operations of the classroom environment.
- Assists with opening the school and/or classroom for the day.
- Prepares classroom daily, including cleaning, restocking, and organizing supplies.
- Assists with classroom daily activities and projects.
- Assists children with self-care, diapering, and toileting.
- Assists with snacks and meal times.
- Assists with large motor time both indoors and outdoors.
- Shares the responsibility for the safety and physical well-being of the children at all times.
- Openly communicates with the classroom Montessori Guide.
- Participating in school-wide events throughout the year.
- Follows and supports Sunshine Montessori School's mission, vision, and values.
- Maintains current certification in infant/child first aid and CPR.
- Actively advances one's own knowledge of child development and the Montessori Method.
- Attends and maintains continuing education annual training requirements.
- Respect the culture and traditions of our families, staff, and students.
- Maintains a healthy, positive, inclusive, and safe environment for our students.

**KEY ATTRIBUTES:**

- Positive and engaging attitude towards both children and adults.
- Strong communication skills, both written and spoken.
- Flexible to move between classrooms, transitions, and varied responsibilities.
- Demonstrated ability to multitask.
- Demonstrated abilities to manage a fast-paced environment.
- Models appropriate language, manners, and behavior for children.
- Punctual and able to complete tasks on time
- Gentle, kind, patient, and considerate of others.
- Capable of problem-solving, planning, and critical thinking.
- Is confident and successful working both independently and as a team.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**[QUALIFIED RULE TEACHER ASSISTANT](#)

Early childhood education or experience working in or with the education field/Montessori knowledge is a plus but NOT required.

**BENEFITS:**

Sunshine Montessori School offers competitive benefits for ALL employees, including paid Sick & Safe Leave, paid holidays, paid Winter Break & Spring Breaks. Full-time employees are also eligible for medical and dental benefits through Sunshine Montessori School, which provides half of premium payments for enrolled employees.

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### WORKING CONDITIONS:

Work is performed in a fast-paced preschool environment. Must be able to move around comfortably: includes being able to regularly do the following motions and movements: bending, sitting on the floor, kneeling, standing, running, sweeping, cleaning, pulling, twisting, using stairs, lifting a minimum of 35 lbs. and performing duties necessary to keep up with young children and maintain a safe and positive environment.

<b>JOB TITLE:</b> Assistant Teacher
<b>PROGRAM:</b> Toddler House
<b>REPORTS TO:</b> School Director
<b>CLASSIFICATION:</b> Non-Exempt
<b>HOW TO APPLY:</b> Please send your resume to: <a href="mailto:Jobs@sunshinemontessori.net">Jobs@sunshinemontessori.net</a> Attn: Alanna Nelson  We will continue to review applications until the position is filled.