



**Contact:** Kristin Patterson, Head of School, [kpatterson@centralmontessoriacademy.com](mailto:kpatterson@centralmontessoriacademy.com)

## Job Description Toddler Assistant

**School:** Private non-profit Montessori toddler through 6<sup>th</sup> grade

**Department:** Administration

**Job Status:** Full – Time (through summer)

**Proposed Hours:** 37.5 hours per week

**Starting Date:** August 2019

**Compensation:** Salary is commensurate with experience, education and according to the school's established hourly rate schedule.

**Purpose:** The purpose of the Toddler Assistant is to assist in the implementation of the Montessori toddler curriculum and to support the learning development of children ages 18– 36 months.

### Qualifications and Requirements:

- Education Level: Associate Degree in Early Childhood Education or Bachelor Degree; Montessori credential is not required but desired.
- Experience Desired: At least two years of experience working with young children. Experience working in a Montessori classroom is desired but not required.

### Essential Function/ Skills:

- Understands child development and supporting the young child ages 18- 36 months
- Has the ability to communicate effectively through both writing and speaking
- Establishes a professional and supportive relationship with parents, students and colleagues.
- Participates in ongoing professional growth and continually learns new skills to support the community of Central Montessori Academy.
- Records attendance and reaches out to parents about attendance as needed.
- Supports and implements rules and regulations of the classroom.

### Other Skills

- Supporting with potty training
- Kindness, willingness to help out with other school tasks as needed .
- Supports the building of community and collaboration
- Creates a welcoming environment for parents and students.
- Respects of others

**Note:** The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in such position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time. Central Montessori Academy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, citizenship, or veteran status, in accordance with applicable federal laws. In addition, Central Montessori Academy complies with applicable state and local laws governing nondiscrimination in employment.