**Highland Community School**

**Job Description**

**Position: Montessori Toddler Teacher Assistant**

**Reports to: Lead Teacher/Program Director**

This position requires patience and respect for children, and the ability to encourage the children to be independent in activities in which they are capable of completing. The ideal candidate for this position will have knowledge and experiences sufficient to assist in presenting to children activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori.

**Job Requirements:** The person for this position must have a high school diploma or GED. Completed the DCF approved “Introduction to Childcare” “Skills and Strategies” formerly EC1 and EC2 and also the Infant toddler course. The candidate for this position must also have a minimum of one year’s experience of working with children.

**Essential Duties and Responsibilities**:

* Become knowledgeable with Montessori terminology and methods.
* Assist the head teacher with providing the children with a “prepared environment”.
* Assist with individual and/or group activities to stimulate growth of the children in social, emotional and academic areas with guidance of the lead teacher.
* Become familiar with record keeping system used by lead teacher to assist in recording student observations related to academic progress.
* Follow the chain of communication established in the employee manual.
* Adhere to school safety policies and procedures.
* Participate in staff development, particularly to enhance understanding and use of Montessori principles.
* Be able to lead the classroom in absence of the lead teacher.
* Administer and model standards of behavior and discipline for the purpose of ensuring the safety and well-being of students as outlined in the employee handbook.
* Certified in CPR/AED and first aid or certified within 30 days of employment.
* Responsible for assisting the students in maintaining a clean and inviting environment.
* Assist teacher with classroom set-up in the morning and class clean-up after school.
* Prepare breakfast and lunch set up for the classroom.
* Help students stay on task during the school day.
* Cover recess and lunch relief as needed.
* Attend all regular staff meetings, in-services and parent meetings as required.
* Maintain a mature, professional, respectful parent-teacher-child relationship
* Document student progress and attendance including detailed accident, incident and discipline reports.
* Lift a minimum of 70lbs and have full range of body movement.

ADA Disclaimer: In developing this job description care was taken to include all competencies needed to successfully perform in this position. However, for Americans with Disabilities (ADA) purposes, the essential functions of the job may or may not have been described for purposes of ADA reasonable accommodation. All reasonable accommodation requests will be reviewed and evaluated on a case-by-case basis.