



POSITION: TODDLER CLASSROOM ASSISTANT

Reports to: Toddler Teacher & Director/Head of School

FLSA Classification: Full Time (Exempt) or Part-Time (non-exempt)
- dependent on scheduling at time of hire

Summary of Position:

Partner with Starling Montessori and the Toddler Lead Teacher to provide a safe, stable, and academically stimulating environment guided by the principles of the Montessori Methods of education for children aged 16 months -3 years old in the toddler program.

Essential Job Functions

Reporting

- Reports directly to the Toddler Teacher on all things related to the Assistant's primary job duties.

Primary Duties & Responsibilities

- Serves as a secondary role to the Classroom Toddler Teacher as an assistant in support of educational instruction and daily work with children.
- Prepare the classroom for the daily activities by direction of the toddler teacher, while maintaining order and cleanliness.
- Supervise children in the classroom as well as on the playground
- Accompany the children in the community and welcome guests into the classroom setting.
- Engage in meaningful & required professional development
- Assume responsibilities for other projects assigned by Toddler Teacher &/or administrative staff.
- Support the mission of the school.

General Responsibilities

- Take good care of yourself in order to maintain a positive attitude and good energy in working with children.
- Maintain a positive attitude and good energy while working with children.
- On time arrival daily
- Present a professional appearance and behave professionally at all times
- Respect the Child
- Maintaining adult to child ratios at all times
- Supervision of children throughout the school day
- Maintaining the safety and well-being of all children
- Ensuring all the needs of children are met & develop a
- Stop inappropriate behaviors using positive discipline and Montessori methods
- Assist with arrival and dismissal of students and attendance tracking
- Assist children with set up and cleanup of snacks & lunch, daily
- Assist children with toilet learning
- Assist children with bathroom accidents
- Assist children with changing and personal items
- Protect the Toddler teacher's lessons from interruptions.
- Refer to the Toddler teacher's records to help redirect children to work.
- Observe the child and give any necessary information to the Toddler Teacher.
- Direct parent communication to Toddler Teacher in regards to their child's development.

Updated: MAY 2024

**Toddler Classroom Assistant
Job Description**

- Direct parent communication to the director/head of school in regards to school policies or administrative questions and concerns.
- Daily classroom cleaning to include but not limited to: washing dishes, sweeping, dusting, moping, vacuuming, etc.
- Keep the room aesthetically pleasing, report any issues or replacement needs.
- Making materials and repairing them (may include but not limited to: printing, cutting, coloring, laminating, etc.)
- Support with Set up & Break down of the classroom.
- Follows & uses proper health & safety practices & supports with ensuring proper hygiene and cleanliness procedures for toileting, hand washing, and food preparation.
- Willingness to be a teammate and work collaboratively with the other staff to ensure safety for children, as well as deliver professional childcare and Montessori education.

Qualifications/Prior Experience:

1. Bachelor's Degree or Associates degree or proof of enrollment in a undergraduate program. (OR)
 - A. CDA – (Child development Associate) or Associates degree in any subject area
 - B. State- awarded certificate comparable to the CDA that is approved by OSSE
 - C. High School Diploma or equivalent provided that the individual earns ad CDA within two years of initial date of hire at center.
2. Experience working with children
3. Understanding of and adherence to applicable laws, codes, policies, regulations and safety practices and procedures.
4. Must successfully establish employment eligibility, and successfully complete background checks and drug & alcohol testing.
5. Competency with basic computer skills, including, but not limited to: composing emails, data entry, printing, and use of basic computer programs including Microsoft Word.
6. Must be legally authorized to work in the United States.

OSSE Required Trainings (annually &/or within 30 days of Hire)

1. CPR & FIRST AID , Infant & Child – In person course
2. Child abuse & neglect prevention and detection
3. Emergency Response Planning

(All courses can be completed after hire, and set up with assistance of Starling Montessori School)

Physical Requirements and Work Environment

- Occasionally lift classroom supplies/equipment weighing up to 30lbs
- Ability to sit, stand, bend, stoop, reach for extended periods of time, daily.
- Works in standard classroom conditions and climates, as well as in the hallway, while supervising children.
- Works outdoors supervision children at arrival ,dismissal and on playground.
- Must be prepare for daily outdoor activities in all weathers climates, (rain, sun, cold, heat, etc.)

Nothing in this job description restricts the School's right to assign or reassign duties and responsibilities to this position at any time.