

SUNNYSIDE MENNONITE MONTESSORI SCHOOL

Assistant Teacher Job Description

Job Title: Assistant Teacher **Reports To:** Chair of SMMS Board & Lead Teacher
FLSA Status: Non-Exempt (Hourly)

Sunnyside Mennonite Montessori School (SMMS) provides high quality, affordable Montessori education to children ages 3 – 6. It is a program of Portland Mennonite Church (PMC) and is informed by Mennonite/Anabaptist principles of peace, nonviolence, and social justice. SMMS operates 4 mornings per week during the school year in the lower level of PMC.

Summary: The Assistant Teacher is responsible for supporting key aspects of school operations and is an integral part of fulfilling the mission and vision of the school. Working with a Lead Teacher, the Assistant Teacher ensures that children receive an educational experience steeped in the methods and philosophies of Maria Montessori that demonstrates love, patience and respect for all children. The Assistant Teacher models appropriate manners and behaviors and encourages the children to be independent. Methods of conflict resolution are taught and practiced with an emphasis on understanding others points of view.

Essential Duties and Responsibilities

- Assist in maintaining a prepared classroom environment for the children.
- Support individual and/or group activities to stimulate growth of the children in social, emotional and academic areas.
- Assist in instruction of children in each area of the Montessori classroom, giving lessons on each type of work. This includes areas of: Practical Life, Sensorial, Language and Writing, Math, Sciences, Geography and Cultural Studies and Art.
- Encourage individual work time to promote independence as well as cooperative work to promote socialization.
- Support identified modifications by the Lead Teacher that meet the needs of children with varying backgrounds, learning styles and special needs.
- Monitor and encourage the progress of each child through individual lessons.
- Assist in organizing snack and lunch times while helping children to learn independence and social manners.
- Assist in maintaining kitchen organization and cleanliness for use on any given evening.
- Establish and maintain cooperative working relationships with students, parents, co-workers and board chair.
- Participate in all open houses and school programs.
- As needed, responsible for assisting with toileting while demonstrating respect for the child.
- Adhere to the “Safe Child Policy” of Portland Mennonite Church.
- Friday afternoon responsibility to work with parents to assure classroom space is ready for weekend use by Portland Mennonite Church. This includes: clean kitchen, shared resources returned to agreed upon locations, SMMS’s classroom materials are put in storeroom.
- Other duties as assigned by the Lead Teacher and/or SMMS Board.

Relationship with Portland Mennonite Church (PMC)

- The Assistant Teacher's personal faith should be consistent with the beliefs and values of Portland Mennonite Church. See “SMMS History & Philosophy”.

- Develop a collaborative working relationship with the Church Administrator, the Minister of Children and Youth and the Associate Pastor to assure the shared use space meets the needs of all users.

Education and/or Experience

- AA degree; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Montessori Certificate from an accredited Montessori Teacher Training Program strongly preferred.
- One or more years of teaching experience in a Montessori classroom.

Length of Position/Contract Period

- 20 hours/week; 4 day a week morning program (9 am – 12:30 pm, Tuesday - Friday).
- 40 weeks per year (includes weeks before and after the school year but not school breaks)
- Salary paid monthly

Compensation/Benefits

- Competitive Salary (commensurate with qualifications and experience, \$14 - \$17 starting range)
- Personal and Sick Leave
- Continuing Education
- 10% contribution to retirement plan after one year
- 50% Tuition Discount for Enrolled Children