

Job Posting

Job Description:

Mrs. Tiffany, lead teacher and director of St. Mary School's Montessori Preschool Program, is seeking a candidate to join her in her Montessori Preschool classroom as an Aide. This candidate would expect to join a Montessori team of educators in an environment that promotes a peaceful journey through learning and facilitates adventures of discovery. The Montessori Aide is a supportive role to the lead teacher. As an Aide, you can expect to support the teacher in areas of classroom management, maintenance of the environment and materials, assisting in all needs of the students, participate in planning and organizational needs, and help in any way to facilitate student learning. Our school is a Catholic, private school that takes care to nurture the spiritual development of our students by way of prayers, education of the faith, and offering experiences of spiritual significance.

Responsibilities:

The responsibilities of the Montessori Aide include but are not limited to the following:

- Supervision of children throughout the day and during rest time
- Assist children with peaceful conflict resolution methods of the classroom
- Help with lunch and snack preparations and serving students
- Assist with toileting needs of students when and if needed
- Tidy shelves at the end of each work cycle
- Maintain overall cleanliness of the classroom
- Assist with any duties deemed necessary to properly care for the students or classroom
- Willing to familiarize oneself with the state regulations of childcare facilities
- Work toward maintaining professional development hours required by the state

Skills and qualifications:

- Organized
- Flexible
- Positivity
- Calm and pleasant demeanor
- Takes initiative
- Physical ability to be on knees, sit on floor, and get down to child's level
- Able to lift up to 20-30 pounds and walk
- **Must have high school diploma or GED**
- **Preferred - candidate with Montessori certification or seeking Montessori training**

Wage/salary will be determined at the time of hire based on experience, Montessori certification and qualifications.

*The hours of operation for St. Mary School are 7:30 - 3:30.