



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Assistant Montessori Teacher**

Departments: Child Enrichment

Job Status: Non-Exempt, Full Time, Year-Round

Revision Dates: May 2021

Reports to: Child Enrichment Director

POSITION SUMMARY:

Delivers excellent program service to all Montessori program participants and families by creating and maintaining a Montessori program that is inviting to all families, stimulating and nurturing to all children, respectful to all staff, children and families who are part of our Center and do what is necessary to develop professionally in this role. The Assistant Montessori Teacher will take the lead in our Summer Discovery program implementing Montessori principles to enhance their experience for the traditional school year program.

ESSENTIAL FUNCTIONS:

- Assist and help head teacher implement developmentally appropriate Montessori based activities for children based on their abilities, ages, interests, and needs
- Speak with the children in ways that are respectful of their emotions, in voices that invite children to listen and not feel overpowered, and in words that send clear and consistent messages
- Be aware of where children in your care are at all times and make decisions based on their safety and well-being
- Work with other team members to maintain daily record keeping such as attendance, meal counts, cleaning and safety checks
- Build appropriate communication systems with children's parents and honor their role as primary caregiver/teacher in their child's life
- Demonstrate verbally and by role modeling a sound knowledge of Montessori based curriculum practices
- Accept and hone the fact that you are always representing the YMCA in our daily, professional and personal activities
- Build healthy adult working relationships with team members
- Always respect parents' and families' right to privacy and confidentiality
- Attend parent and or staff evening functions
- Organize, arrange, and maintain a level of cleanliness and tidiness of the program's physical environment.
- Obtain the minimum hours of training (30) each year for staff working more than 20 hours a week and (18) for staff who work less than 20 hours a week to keep teaching qualifications within state licensing requirements
- Responsible for being the First Responder in the event of an emergency situation and/or accidents.
- Willingness to take Montessori trainings to further their understanding of the Montessori principles.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. At least 16 credits in Early Childhood Education, preferable hold a Montessori Assistant Teacher or Teacher certification and at least 2 years experience in working in an educational environment,
2. Certifications required within 3 months of hire date: CPR/AED and First Aid.
3. Excellent interpersonal and problem-solving skills.
4. Possess an outgoing and enthusiastic attitude.
5. Must be a team player and have problem/conflict solving skills.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____