



**Title:** Montessori Assistant Teacher, Toddler, Part Time

**Department:** Montessori

**Reports To:** Montessori Director

**Schedule:** Academic Year

### **Overview:**

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at [www.summitcds.org](http://www.summitcds.org).

Under the direction of the Lead Teacher, the teacher is responsible for providing a Montessori classroom/instructional program that supports the individual needs of the children in accordance with the school's mission/ vision and the Montessori Philosophy. Qualified candidates can send their resume to Mikayla Trinkley, Human Resources Manager, at [Trinkley\\_m@summitcds.org](mailto:Trinkley_m@summitcds.org)

### **Responsibilities:**

- Assist in planning and implementing Montessori curriculum, developmentally appropriate practice, and Montessori philosophy.
- Assist in the preparation of Montessori environment which is conducive to learning and appropriate to the physical, social, cognitive and emotional development of students.
- Present large group, small group and individual lessons as appropriate based on knowledge of developmental plans and educational readiness of each child in cooperation with lead teacher.
- Assess and record student progress through observation and interaction.
- Interact respectfully with the children in a way which honors the dignity of each child.
- Work with lead teacher to develop and record progress reports to parents.
- Maintain open, friendly, and cooperative relationship with each child's family and encourage their involvement in the program

- Continue professional development through attending workshops, conferences and other staff development.
- Attend faculty meetings and in-service days and maintain state certification requirements.
- Demonstrate behavior that is professional, ethical, and responsible.
- Maintain confidentiality at all times.
- Support children throughout transitions including car line, lunch, nap and recess.
- Support and respect the Lead Teacher.

## **Qualifications**

- Bachelor's Degree; Ohio Teaching License or Non-Tax Certification required
- Montessori Certification preferred
- Experience working in early childhood setting preferred
- Must be flexible and adaptable to meet the needs of the children and program
- Ability to routinely interact with children on the floor, move furniture in the environment and sustain long hours of active work
- Ability to communicate effectively both verbally and written
- Ability to maintain emotional control under stress.
- Promotes and adheres to the Leaders of Character framework.