

Toddler Classroom Assistant

Full Time, Monday-Friday, 10am - 6pm

Start Date: August 2024

Ruffing Montessori School, an independent, co-educational school serving children 18 months through 8th grade, in Cleveland Heights, Ohio, seeks bright, energetic, and collaborative individuals to apply for a Toddler Classroom Assistant position available for next school year in our Toddler Community (ages 18 months to 3 years).

The incumbent will assist a Montessori trained Lead Teacher in caring for and guiding the meaningful work of children throughout their school day. The Toddler Classroom Assistant works collaboratively with a team to provide care and supervision of toddlers, support the day-to-day care of the classroom, facilitate transitions from the classroom to other learning environments on campus (e.g., outdoor classroom, playground, nap spaces), and maintain routines of the day.

The ideal candidate will demonstrate enthusiasm for working with our youngest children, and possess a nurturing character, a positive spirit, creativity, awareness, patience, and a growth mindset. The ideal candidate will respect the necessity for consistent attendance and appreciate working cooperatively in an atmosphere of respect. Most of all, the successful candidate will demonstrate keen enthusiasm and appreciation for Ruffing's culture, values, and mission:

"The mission of Ruffing Montessori School is to employ the philosophy and methods of Dr. Maria Montessori to educate young people to their fullest potential, instilling a deep sense of personal independence and social responsibility. With the knowledge that they are citizens of the world, they will contribute to that world by making decisions based on the highest order of ethics and conscience."

Ruffing Montessori School encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to our mission.

How to Apply:

Interested candidates are encouraged to send a letter of interest, current resume, and list of three references to employment@ruffingmontessori.net. Materials will be reviewed as received. The School is eager to find the best candidate to fill this position and will be prepared to immediately hire the right candidate.

Job Type: Full-time

Salary: \$30,000.00 - \$45,000.00 per year

Benefits:

- 403(b) retirement plan
- 403(b) matching
- Health insurance
- Dental insurance
- Vision insurance
- Flexible spending account
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance

Education:

- High school or equivalent (Required)
- Bachelor's degree (Preferred)

Experience:

- Childcare: 1 year (Required)
- Classroom: 1 year+ (Preferred)