



POSITION: TODDLER TEACHER/ MONTESSORI GUIDE

Reports to: Director/Head of School

FLSA Classification: Full-Time, Exempt

Summary of Position:

Serves as the lead teacher and key educational instructor for the Montessori Toddler program. Work collaboratively with all Starling Montessori School Staff to deliver safe and high-standard Montessori education to students.

Qualifications/Prior Experience:

1. AMI or AMS Diploma for ages : 0-3 years or 3-6 years (or in training).
 - A. Or MACTE Accredited Montessori Training Certification or Diploma
2. Bachelor's Degree (or)
 - A. Associate degree in Early Childhood Education or a closely related field
 - B. Completion of at least 60 credit hours or associate's degree (or higher) in any subject area with at least 12 credit hours in early childhood education.
 - C. Enrollment in a degree program provided that the teacher holds a Child Development Associate and earns an associate degree (or higher) within four years of their initial date of hire as a teacher at a child development center.
3. Supervised experience working with children in a Montessori Environment or other Early Childhood Education or childcare center.
4. Understanding of and adherence to applicable laws, codes, policies, regulations, and safety practices and procedures.
5. Must successfully establish employment eligibility and successfully complete background checks, child protective registry checks, and pre-employment Drug & Alcohol Testing
6. Competency with administrative & computer skills, including, but not limited to, record-keeping software for children and school records, composing emails, data entry, printing, and use of computer programs including Microsoft Word.

Essential Job Functions

Reporting

- Reports directly to the Director on all things related to the Teacher's primary job duties.

Primary Duties & Responsibilities

- Serves as the lead teacher and educational guide for the Toddler Program.
- Prepares and presents Montessori lessons and activities to students.
- Ensures the environment, lessons, and activities are prepared before the arrival of students.
- Redirects children appropriately and stops inappropriate behaviors.

Updated: November 2024

Toddler Lead Guide/Teacher
Job Description

- Keeps up-to-date and detailed records of student lessons, activities, observations, & development. Uses school record tracking Application/software.
- Prepares bi-annual conference reports and conducts parent-teacher conferences.
- Communicates effectively and regularly with families and parents about their child's development.
- Objectively and regularly observes the child
- Gives Grace and Courtesy lessons
- Participates in Parent Education events and School events to support the mission of the school.

General Responsibilities

- Take good care of yourself in order to maintain a positive attitude and good energy in working with children.
- Maintain a positive attitude and good energy while working with children.
- On time arrival daily
- Present a professional appearance and behave professionally at all times
- Respects the Child
- Communicates effectively and regularly with staff and colleagues in support of the school's mission.
- Material Making and Printing (may include
- Communicates and delegates effectively to classroom assistant(s) as necessary for
- Maintaining adult to child ratios at all times
- Supervision of children throughout the school day.
- Maintaining the safety and well-being of all children
- Assist with arrival and dismissal of students
- Assist children with set up and cleanup of snack daily
- Accompany children to and from the bathroom
- Assist children with toilet learning
- Assist Children with bathroom accidents
- Assist children with changing and personal items
- Supervises children on trips away from school to local playgrounds.
- Light cleaning includes but not limited to: washing dishes, sweeping, dusting, moping
- Keep the room aesthetically pleasing.
- Making materials and repairing them (may include but not limited to: printing, cutting, coloring, laminating, etc.)
- Avoids negative talk and gossip about children, parents, and staff.
- Other duties assigned by the administration

Salary:

Salaried, commensurate with previous experience and qualification.

Benefits

Benefits are set at time of hire and with offer letters, benefits may include but are not limited to:

- Reimbursement for pre-employment testing and initial CPR & First Aid training
- Professional Development support and budget
- PTO
- Health Coverage through DC's HealthCare4 childcare program
- Employer Sponsored 529 account

Ongoing Training, Education, & Certifications:

1. CPR & First Aid, infants & Children
2. Medication Administration
3. Child abuse and neglect prevention and detection
4. Emergency Response planning

Starling Montessori School can help schedule annual recertifications & initial training courses required by OSSE.

Physical Requirements and Work Environment

- Occasionally lift classroom supplies/equipment weighing up to 30lbs
- Ability to sit, stand, bend, stoop, and reach for extended periods, daily.
- Works in standard classroom conditions and climates, as well as in the hallway, while supervising children.
- Works outdoors supervising children at arrival ,dismissal and on playground.
- Must be prepare for daily outdoor activities in all weathers climates, (rain, sun, cold, heat, etc.)