Children’s Workshop Montessori is seeking a Toddler Assistant! This is a full-position in our two Toddler Communities, starting in May 2020.

Children’s Workshop is a non-profit AMI Montessori school located in the West Metro area of Minneapolis, Minnesota. We are a warm and welcoming community of experienced professionals and supportive individuals. Since 1987 the aim of CW has been to develop within the child a global vision, a life-long love of learning and a sense of responsibility toward humanity. All aspects of the Montessori experience come together to foster the development of integrated, committed, respectful, loving, and caring human beings. We serve a diverse community of families with children ages 8 weeks through 6 years old.

To apply please send a resume and cover letter to Chelsea Junge, Head of School, at chelsea@cwmontessori.org.

ESSENTIAL DUTIES:

Interactions with Children
Interact with children in an open, honest, and loving manner, always with dignity and respect.
• Be consistent in what you say and do.
• Support children in doing things for themselves.
• Provide Montessori appropriate learning opportunities, throughout the day.

Interactions with Families and Community
Respectfully, courteously, and professionally include families in our Montessori environment and actively encourage and support family participation in school activities.
• Work collaboratively with families to meet children’s needs.
• Participate in community events as needed
• Establish a positive relationship with families of children in the program.

Classroom Environment
Calmly and efficiently assist in maintaining a safe and prepared environment for the children.
• Keep the environment in order: clean, supplied and in good repair.
• Follow all health and safety procedures.
• Ensure children are supervised at all times.
• Effectively communicate and collaborate with classroom teammates.
• Consistently complete and maintain child-related paperwork in a timely manner.
• Work closely with adjoining infant classroom to share responsibilities, as needed.
• Follow all school policies and procedures.
• Other Duties as assigned.

Professional Development
Participate in the continuous and creative process to meet individual and program goals through training and professional development.
• Participate in recommended training programs, educational conferences, professional days, staff meetings, and other courses pertinent to professional growth.
• Collaborate with Toddler Guide to develop and implement professional development plan and goals.

REQUIREMENTS:
• Bachelor’s Degree preferred.
• 1-3 years of experience with children ages 0-3, ideally in a Montessori environment.
• Must meet state licensing lead or assistant teacher qualifications.
• Spanish fluency strongly preferred.
• Must be motivated and able to work independently, as well as part of a team.
• Must demonstrate a positive attitude with a commitment to customer service.
• Must have oral and written proficiency in the English language.
• Must be able to work the hours of the position based on the organization’s needs.
• Must have current Infant/Child CPR, First Aid, SUID, and Abusive Head Trauma Training or they must be obtained within the initial review period.
• AMI Montessori training/experience preferred, but not required.

PHYSICAL REQUIREMENTS:
This position requires the ability to perform the following job requirements, with or without reasonable accommodations:
- kneeling -bending -sitting on the floor -jumping -mopping -dancing
- twisting at the waist -raising arms above the head -lifting and carrying children up to age 3 yrs.- pushing -pulling -running -sweeping -singing -standing -rising from kneeling/sitting position

This is a full-time, hourly position, 9:00 a.m. to 5:30 p.m. Pay range starts at $15.50 per hour. Pay is commensurate with experience. We offer a competitive salary, group health care and dental insurance, health saving account, supplemental insurance, retirement, tuition remission benefits, professional development, and a beautiful working environment.