Job Description: Children’s House Assistant – One Position Open

Mayflower Early Childhood Center has one opening for a Children’s House Assistant. The assistant works closely with the guide and helps in preparing and maintaining the environment in which the Montessori approach to education is implemented. The assistant will support the guide to ensure the child’s development is supported spiritually, socially, physically, emotionally, and academically. The assistant is also responsible for assisting the guide in maintaining the operation of the classroom in accordance with State of MN Rule 3 guidelines, the Department of Human Services rules, and Department of Health guidelines and requirements.

Qualifications:
A high school diploma and experience working with young children is required. Knowledge of the Montessori method and materials is helpful. All employees of Mayflower should feel passionate about our mission to serve an economically diverse population. Good interpersonal skills are necessary. The assistant should have the ability to work not only with children but with parents and other staff members as well. A positive and open attitude toward all children is a requirement.

Our school is proud to be a mission based school that serves families of all economic backgrounds. We value diversity not only in our students, but also our staff. If you are interested in joining our school and making a positive impact in the lives of children, send your resume and cover letter to Anne Estes, anne@mayflowermontessori.org

1. Supports the work of the guide.
2. Assists the guide in preparation and maintenance of the prepared Montessori environment as directed.
3. Is responsible for cleaning the environment, refilling supplies, and properly storing all classroom and bathroom supplies.

4. Assists the guide with the care and maintenance of classroom materials, including the lunch dishes, bathroom materials, and classroom laundry.

5. Assists in the preparation of curriculum materials, as directed.

6. Repairs materials and equipment as necessary or directed.

7. Phrases directives positively when speaking with the children.

8. Works with individual and small groups of children as directed by the guide in the classroom and the outdoor environment.

9. Shares the responsibility for the safety and physical well being of the children at all times. *The children are not to be left unattended, and the classroom ratios must be maintained on the playground.*

10. Helps with maintenance of the inventory of the classroom.

11. Helps with the maintenance of accurate classroom records, as directed by the guide. Maintains and assists with *Montessori Workspace*, the online record keeping system.

12. Reports any and all incidents/accidents at once. Prepares written report stating date, time, nature of accident and action taken.

13. Shares questions and observations with the guide.


15. Initiates growth and change in his/her own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn.

16. Notifies the Director immediately of personal and professional difficulties with children, parents, or staff.

17. Protects the privacy and peace of the children at work.

18. Collaborates with colleagues and the school’s leadership in the design and implementation of innovation within the context of the school’s overall program and Mission.

19. Models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, economic, and gender issues and diversity.

20. Attends all staff meetings and staff retreat.

21. Positively contributes to and respects the well being of Mayflower Early Childhood Center—its facility, its students, its parent community, its board and its staff.