

SUNNYSIDE MENNONITE MONTESSORI SCHOOL

Assistant Teacher Job Description

Job Title: Assistant Teacher

Reports To: Chair of SMMS Board & Lead Teacher

FLSA Status: Non-Exempt (Hourly)

Sunnyside Mennonite Montessori School (SMMS) provides high quality, affordable Montessori education to children ages 3 – 6. It is a program of Portland Mennonite Church (PMC) and is informed by Mennonite/Anabaptist principles of peace, nonviolence, and social justice. SMMS operates 4 mornings per week during the school year in the lower level of PMC.

Summary: The Assistant Teacher is responsible for supporting key aspects of school operations and is an integral part of fulfilling the mission and vision of the school. Working with a Lead Teacher, the Assistant Teacher ensures that children receive an educational experience steeped in the methods and philosophies of Maria Montessori that demonstrates love, patience and respect for all children. The Assistant Teacher models appropriate manners and behaviors and encourages the children to be independent. Methods of conflict resolution are taught and practiced with an emphasis on understanding others' points of view.

Essential Duties and Responsibilities

- Assist in maintaining a prepared classroom environment for the children by cleaning, rearranging, and resupplying classroom materials every day.
- Support individual and/or group activities to stimulate growth of the children in social, emotional and academic areas.
- Assist in instruction of children in each area of the Montessori classroom, including Practical Life, Sensorial, Language and Writing, Math, Sciences, Geography and Cultural Studies and Art.
- Encourage individual work time to promote independence as well as cooperative work to promote socialization.
- Support identified modifications by the Lead Teacher that meet the needs of children with varying backgrounds, learning styles and special needs.
- Monitor and encourage the progress of each child through individual lessons.
- Assist in organizing snack times while helping children to learn independence and social manners.
- Establish and maintain cooperative working relationships with students, parents, co-workers and board chair.
- Friday afternoon, work with parent volunteers when available to assure the classroom space is ready for weekend use by Portland Mennonite Church. This includes returning shared resources to agreed upon locations. SMMS's classroom materials are put in the storeroom.
- Participate in open houses and school programs as available.
- As needed, responsible for assisting with toileting while demonstrating respect for the child.
- Be listed on the Central Background Registry (CBR) which is the Child Care Licensing Division's registry of individuals who have been approved to be associated with a child care facility in Oregon.
- Adhere to the "Safe Child Policy" of Portland Mennonite Church.
- Other duties as assigned by the Lead Teacher and/or SMMS Board.

Relationship with Portland Mennonite Church (PMC)

- The Assistant Teacher's personal beliefs should be consistent with the beliefs and values of Portland Mennonite Church of peace, respect, and grace as together we "Seek the peace of the city."
- Develop a collaborative working relationship with the Church Administrator and the Pastors to assure the shared use space meets the needs of all users.