

**Children's House Assistant Teacher**  
**Reports to: Lead Teacher**  
**Position: August through May**

**General:**

The Assistant Teacher is responsible to the Lead Teacher and will assist in establishing and maintaining a harmonious classroom. With the supervision of the Lead Teacher: create, prepare, and implement classroom materials developmentally appropriate for students within the classroom. Maintain cleanliness and preparedness of classroom. Fulfill any other duties as directed by the Lead Teacher.

**Classroom Management/Support:**

In accordance with the philosophy of the Montessori curriculum:

- Supervise children
- Foster the independence of children
- Help maintain a calm and orderly work period.
  - Respect and protect the integrity of lessons by diverting interruptions at all times
- Assist the Lead Teacher in keeping records of daily attendance, work and development of each child in the classroom.
- Maintain care and maintenance for the environment wherever and whenever it is needed.
  - Fulfill any other duties as requested by the Lead Teacher, including but not limited to re-supply and organization of materials, classroom cleaning, organize and lead small group activities etc.
- Prepare snack as needed
- Stock and maintain all consumables (paper, pencils, paints, plates, silverware, mats).
- Manage student's clean-up jobs
- Be aware of proximity to students and maintain presence and supervisory awareness at all times.

**Child:**

- Help children to help themselves through modeling and gentle guidance.
- Assist or guide the children as they help others, gain concentration, independence and control of self.
- Observe children to determine the need for adult interaction. Assist the children to follow through with their activities.
- Assist children in developing conscientious social skills.
- Observe students and discuss observations with Lead Teacher.

**Families:**

- Keep shared information confidential.
- Direct all questions pertaining to child's performance and/or behavior to Lead Teacher.
- Be professional and positive in all dealings with students and parents.
- Respect the individual personalities, characteristics and cultural backgrounds of everyone involved with The Children's Kiva.

**Staff:**

- The Classroom Assistant Teacher is responsible for maintaining open and honest communication with all staff.
- Meet, collaborate and work in conjunction with all staff.
- Collaborate on issues serving as advocates for the children in circumstances related their success.

**Professionalism:**

- Assume your share of responsibility and actively seek out guidance and support from your superior (Lead Teacher) in order to be effective in described position.
- Show initiative within position by taking ownership over
- Follow school's adopted Communication Pathways.
- Ensure working knowledge of the school's policies and procedures including understanding and the execution of Family & Staff Handbooks.
- Perform any all duties as assigned.
- Ability to see what needs to be done and taking the initiate to complete those tasks.

**Organization:**

The Classroom Assistant is responsible for attending all staff meetings, required school community events, required trainings (15 hours annually) and maintaining all State Law requirements, and Environment Quality Standards.

Read, understand and abide by The Children's House Parent and Personnel Handbooks.

Within these broad guidelines, The Assistant teacher:

- Helps plan, prepare and facilitate school events with direction from lead teachers.
- Demonstrates an understanding of the mission and values of The Children's Kiva.
- Is ethically responsible to children, families, colleagues and the organization.
- Serves as an ambassador on behalf of the Children's Kiva to the greater community.
- Demonstrates commitment to ongoing continuing education in the field of early learning.

**Qualifications:**

Minimum of Early Childhood Teacher Qualified (Level I) as outlined by the Colorado Office of Professional Development.

- Commitment to National Association for the Education of Young Children (NAEYC) Standards and Guidelines including: Code of Ethical Conduct, Developmentally Appropriate Practice, Developmentally Appropriate Practice, Early Childhood Program Standards, Standards for Professional Preparation
- Previous experience working with young children.
- Ability to multi-task efficiently.
- Perform responsibilities with integrity and professionalism.
- Working knowledge of Teaching Strategies Gold Assessment programming or possess the ability to be trained. Prefer an individual who has passed the Inter-rater Reliability portion of Gold previously.
- Demonstrated commitment to continuing education and being informed of Early Childhood Initiatives, Child Advocacy, and best practices.