



A Children's Habitat
MONTESSORI SCHOOL

A Children's Habitat Montessori School
Indianapolis, IN

Position: Teacher assistant in Toddler (18 months-3 years) Classroom

Salary: Based on certification and years of experience

Hours: M-F 8:00 am - 12:00 pm

Qualifications: Prefer a candidate with Montessori certification or experience in a Montessori setting.

Essential Functions:

1. Maintain the prepared environment by implementing the Montessori toddler curriculum according to the specifics provided by the school and lead teacher.
2. Follow lesson plans created by the lead teacher; engage with the students during the work cycle to meet the needs of each child enrolled in the classroom.
3. Give lessons as directed by the lead teacher on a one to one or group basis and assist toddlers who may have trouble grasping concepts.
4. Communicate professionally with the lead guide, discussing the student's day to day interactions with the materials, peers, and adults.
5. Communicate with the children using language and tone of voice that is authentic, natural, and most importantly kind.
6. Promote feelings of security and respect in toddlers by encouraging and supporting them when necessary through activities and practical life skills.
7. Seek balance when supporting the toddlers: avoid over assisting or abandonment while children are practicing new skills (dressing, putting on shoes, face washing, nose wiping, etc). Remember the credo should be "help me help myself to learn to do it well."
8. Ensure the toddlers are clean and well cared for regarding toileting, eating, handwashing, and mucus.
9. Respond quickly in a soothing fashion to distressed toddlers and ensure they are comforted immediately.
10. Follow the children and the energy of the classroom to determine the needs of the student.
11. Oversee and engage toddlers during gross motor time, when the lead is completing daily communication tasks; ensure that activities are age appropriate, and safe.
12. Be available, present, and focused on the children during daily transitions (work cycle, walks, gross motor, projects, etc)
13. Perform cleaning and maintenance necessary to keep the classroom and common spaces clean, beautiful, and safe.
14. Maintain a positive work environment among all the staff that is professional, kind, and inclusive.
15. Engage in weekly team meetings by sharing observations and asking questions about child development and how to best support each child.