

JOB DESCRIPTION:
Toddler Intern & Program Assistant



Woodinville Montessori School
a nonprofit organization

SUMMARY:

This position is a full-time intern teacher/program assistant in a Toddler classroom of children 1.5 to 3 years of age. This position’s responsibilities are to assist the Head Teacher in maintaining a safe, clean, and engaging learning environment.

As an Intern, you will gradually be given opportunities and responsibilities to help you meet your training requirements and develop the competencies needed for effective teaching. Your role will include program assistant responsibilities including supervision of the children in either the before or after school program. As a member of our staff, you need to be committed to fulfilling Woodinville Montessori’s mission and vision.

CALENDAR / FTE: Academic Year / 1.0	STATUS: Non-exempt / Hourly	COMPENSATION: \$20 - \$24/hr. – Benefit Eligible
DEPARTMENT/LEVEL: Toddler / Entry	REPORTS TO: Toddler Program Director	DATE: August 2024

DUTIES: (include but are not limited to)

- Assist Montessori teacher in preparing and maintaining a clean and neat environment.
- Oversee the classroom while the teacher gives lessons.
- Assist in the preparation of snacks for classrooms and Club House programs.
- Prepare alternate snacks for students with dietary restrictions and/or food allergies, as needed.
- Supervise lunch, naps, recess, Club House (before or after school care), and Camps days (when school is not in session).
- Assist with arrivals, dismissals, and in cleaning and sanitizing of classroom and classroom materials.
- Participate in giving lessons, record keeping, conferences and report preparation as specified in your Practicum Handbook
- Help students in cleaning and care of environment and equipment.
- Do general cleaning of school common areas, including kitchen, laundry, and bathrooms.
- Convey parent or student concerns to classroom teachers.
- Document accidents, illnesses, and behaviors on appropriate documentation forms
- Participate in beginning and end of year prep days, meetings, and trainings as requested.
- Remain informed about events and developments at the school.

Professionalism:

- Respect and maintain confidentiality regarding school or staff issues.
- Arrive at school promptly, attend regularly, and notify your supervisor if you leave the campus at any time other than lunch.
- Maintain a clean, professional appearance.
- Maintain an up-to-date professional development record.
- Maintain a high level of organization to facilitate the management of all facets of your responsibilities.

EDUCATION/CERTIFICATION REQUIREMENTS:

- Bachelor’s degree from an accredited college or university required.
- Enrollment in a MACTE approved AMS Teacher Credential program is required.
- Infant/Child & Adult CPR (to be completed within 30 days of hire)
- First Aid (to be completed within 30 days of hire)
- HIV/Blood-borne Pathogens (to be completed within 14 days of hire)
- Food Worker Card (to be completed within 7 days of hire)
- Child Care Basics (to be completed within 90 days of hire)
- DCYF Portable Background check (to be completed prior to date of hire)
- Professional record up to date in MERIT Registry

SKILLS AND EXPERIENCE REQUIREMENTS:

- Previous experience in childcare or working with young children.
- Understand the developmental stages of children.
- Knowledgeable enough to perform procedures independently with limited supervision

KEY PERFORMANCE CHARACTERISTICS:

- Attuned to variations in learning style of individual students and willing to adapt to them.
- Demonstrated enjoyment and understanding of children.
- Demonstrated ability to write proficiently, speak in public and work with adults.
- Ability to work successfully in a collaborative team relationship.
- Demonstrated ability to create and maintain collaborative working relationships with families and students.
- Work with children in a warm, patient, calm, respectful and confident manner
- High level of organization and attention to detail and an understanding of how to convey this to students.
- Able to handle the stress and demands of the teaching profession.
- Maintain confidentiality.
- Maintain a calm demeanor in a busy, highly flexible environment.
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence.
- Use tact, courtesy, and good judgment.
- Model and monitor appropriate student behaviors and communication skills.
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

WORKING CONDITIONS:

- Must remain flexible to meet the immediate needs of students, staff, and school.
- Is required to manage multiple tasks simultaneously and prioritize.
- May experience frequent interruptions.
- May work outside in all weather conditions.

PHYSICAL DEMANDS:

- Stand for at least 3 hours and walk with children at a fairly rigorous pace for at least 1 hour.
- Sit on the floor and get up quickly; reach with hands and arms; kneel, stoop, bend, twist, crouch, crawl, climb and balance.
- Walk and run after children on a playground or as needed.
- May lift, move, or hold a range of weight from 10 to 50 pounds, frequently. (Occasionally, lift, move, or hold weight more than 50 pounds)
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Able to fully participate in activities.

MENTAL AND EMOTIONAL DEMANDS:

- Always focus on the children and their safety as the highest priority.
- Able to tolerate occasionally noisy and busy children.
- Communicate with colleagues and families under stressful conditions.
- Coordinate well with coworkers, verbally and nonverbally.
- Display a positive attitude

OFFICE AND SOFTWARE SKILLS:

- Technology proficient including Office Suite, Email, and Internet

UPON HIRE:

If you are hired, you will need to complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires employees to provide fingerprints.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____