



Kennedy Heights Montessori Center has helped young learners thrive for more than 50 years. KHMC provides an extraordinary educational environment grounded in respect, peace, and diversity. An award-winning, not for profit, parent cooperative school, Kennedy Heights Montessori Center offers rich full- and half-day programming for children from age 2 through Kindergarten, including Montessori instruction and extended day care.

KHMC is dedicated to providing the best possible education for our children. Each staff member is responsible to:

- Awaken a child's mind to the world
- Support the development towards independence
- Nurture a sense of self-esteem and self-discipline
- Assist children in personal development of respect, acceptance and grace and courtesy
- Guide children to observe, question and explore ideas

The Classroom Assistant for two year olds agrees to aid the teachers in working towards these responsibilities and collaborates with the staff in providing a nurturing and positive classroom environment. KHMC is looking for a candidate to fill our open Two Year Old Assistant Position. The ideal candidate is the individual who is a self-starter, driven to exceed expectations and someone that will assist children to reach his/her potential. The ideal candidate will be growth-oriented, possessing strong teamwork skills and have a naturally joyful, energetic and engaging demeanor.

Two Year Old Classroom Assistants are under the direct supervision of the classroom teacher to which they are assigned. The duties of the Classroom Assistant include:

- Maintaining a prepared and orderly classroom environment daily
- Checking and replenishing consumable classroom items at the beginning and end of each day.
- Managing the room during class time such that the teacher is able to spend a reasonable amount of time giving undisturbed lessons.

- Monitoring classroom spaces during times of transition and maintaining classroom expectations with consistency
- Knowing the school's behavior policy and helping implement it when appropriate
- Preparing and implement Extended Day lessons
- Copying, cutting, laminating, etc. as needed
- Attending inservice opportunities as offered
- Maintaining confidentiality. It is vitally important the children or their families are not discussed outside of staff meetings or with the supervising teacher
- Maintain all Stay Healthy protocols

Desired Knowledge, Skills and Abilities : High School Diploma, CDA, or other early childhood credential preferred, Bachelor's degree in Education or related field a plus, Experience in a Montessori Classroom, CPR and First Aid Certified.

The omission of specific statements of functions or responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

If interested in applying, please send an email to Kate Pinckert (khamontessori@gmail.com) :

- A cover letter specific to your qualifications for the position
- A resume