



Infant/Toddler Assisting Guide

About Us

Sun Grove Montessori School (SGMS) is an established, nonprofit Montessori school serving students from 6 weeks through 8th grade. We have a supportive team culture that serves a diverse population of students from Indian River County, Saint Lucie County, Martin County, and beyond.

We seek individuals who embody the spirit of lifelong learning, have a true love and respect for children, and seek to understand and commit to providing an outstanding educational experience for children.

Summary

The Infant/Toddler Assistant Teacher's primary duties are to maintain the classroom environment and to assist the lead guide. Candidates must have experience working with young children and be committed to understanding and supporting the mission of the school. Professional behavior is always expected. The general duties include, but are not limited to:

General Responsibilities:

- The assistant is responsible to the lead teacher and will assist in establishing and maintaining a harmonious classroom.
- Will help in establishing and maintaining the Montessori classroom culture, paying particular attention to the needs of students.
- Participate in staff meetings.
- Participate in all school events and conferences.

Responsibilities to the Lead Teacher:

- To assist the lead teacher with the children in their learning and understanding of the Montessori materials.
- To be informed and carry out duties as assigned by the lead teacher
- To be familiar with the Family Handbook.
- To inform the lead teacher of any classroom difficulties, including discipline, health, equipment needs, repair, and maintenance.
- To meet with the lead teacher to discuss goals for the class and individual students.

Responsibilities to the Children and Parents:

- Keep information confidential.
- Be professional and positive in all dealings with children and parents.
- Share all information from parents with the lead teacher.
- Allow the children to be as independent as possible and try not to be an obstacle to their growth.



- Responsibilities in the Classroom:
- Clean-up of the classroom. Ensuring that it is always tidy.

Requirements:

The assistant teacher must meet the following basic requirements:

- CPR/First Aid certification
- A clear record through fingerprinting
- Have the physical capacity to work with infants and toddlers