

## **Assistant Teacher**

**Reports to:** Director of Early Childhood

**Position Status:** Full Time, Hourly, Non-exempt

Operated by Momentous Institute a not-for-profit organization serving children and families since 1920, the Momentous Institute School, is an accredited laboratory school educating 248 inner city children three years of age through fifth grade. The school seeks to make a transforming difference in the lives of children and their families. Momentous Institute School has a proven track record of excellence, demonstrating that children living in urban and low-income settings are just as capable of remarkable achievements when participating in a true community school grounded in these principles and processes:

- Relationship-based learning
- Brain-compatible teaching and learning
- A focus on strengths and the needs of students and families
- Ongoing data analysis and program improvement
- Excellence in governance and leadership

### **Actions and Responsibilities:**

- Demonstrate physical, emotional and intellectual competencies necessary for self-control and good judgment when performing assigned responsibilities.
- Maintain current CPR and community first aid certification.
- Assist in creating and maintaining a safe classroom environment that is challenging and promotes innovation.
- Create and maintain positive relationships with families.
- Ensure the safety of all children at all times.
- Continually pursue relevant personal and professional growth and participate in school wide professional development initiatives.
- Collaborate with research team on grade-level and school-wide projects.
- Ability to stand, walk, kneel, bend, stoop, stretch, reach and lift classroom objects including children and children's cots.
- Ability to engage in fine motor activities, i.e., cutting, writing, and playing board games in learning centers.
- Ability to attend to children both outdoors and indoors.
- Provide assistance in smooth transitions and a calm consistent schedule for the students.
- Attend training for early childhood practices and engage in refining best practices as determined by Momentous School and NAEYC.
- Attend childcare licensing minimum standard training and maintain classroom expectations based on guidelines and standards
- Assist in preparing and serving nutritious snacks each day.
- Assist children with breakfast and lunch while engaging in pleasant mealtime conversation.
- Assist children with toileting procedures.

- Check the outdoor nature classroom play area for any irregularities or unsafe objects before allowing children to play.
- Perform other duties as assigned by Supervisor
- Support the acquisition and development of students' language proficiency.

**Skills, Talents, and Qualifications:**

- Child Development Associate (CDA) Credential encouraged
- Collaborative, engaging, and dynamic
- Effective written and oral communication
- Knowledge of brain-compatible curriculum, instruction, and assessment
- Committed to professional growth
- Responsive to needs of diverse students, teachers, and parents
- Effectiveness in community building
- High standards of personal integrity and initiative
- Fluency in Spanish (**highly desired**)

**Interested:**

Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

**Maria Christiansen**

**Director of Early Childhood Education**

[mchristiansen@momentousinstitute.org](mailto:mchristiansen@momentousinstitute.org)

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

**Policy Statement**

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**