



Position Announcement - Mississippi Valley Montessori School Primary Trained Assistant - FT position

Mississippi Valley Montessori School (MVMS) is an AMI recognized school that has been in existence for 55 years. MVMS offers authentic half-day and full-day, year-round Montessori programs with an environmental focus for children between 33 months and 6 years of age. The school is located in the lower level of St. Stephen's Church in West St. Paul, Minnesota. Additional information about the school may be found at: <http://mvmontessori.org/>.

MVMS is accepting resumes for a **Primary Trained Assistant**. Position reports to MVMS Lead Guide and Head of School. The position would begin June 2021.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to what is written below. Other duties may be assigned.

Duties:

The Primary Trained Assistant supports the Lead Guide in the All Day Children's House community, in a peaceful and nurturing way which supports each child's development. Oversees and maintains the daily preparation and maintenance of the indoor and outdoor environment. Supports the Lead Guide's plan for the children enrolled in the full day and extended day program. The Trained Assistant will supervise the children at all times, for health and safety, while following all school policies & procedures. Completes daily observation tasks and record keeping. Supervises lunch and recess with other staff. Assists with the flow of transitions throughout the day. Oversees the extended work cycle with flexible freedoms within the indoor and outdoor environments. Prepares a portion of the environment for the next day. Supervises dismissal of the extended day children.

The Trained Assistant collaborates with the All Day Children's House team to model professional and respectful behavior at all times. The candidate should be able to communicate effectively, both written and orally, with the children, the team, and members of the parent community. Commitment to the school, colleagues, and extended community is imperative. The Trained Assistant will participate in weekly meetings with the Lead Guide.

Knowledge of AMI standards and methods is important. The Trained Assistant works with the Guide to incorporate early childhood best practices, follows all Health & Safety regulations, follows MN DHS Rule 3 Licensing Regulations, follows the MVMS Employee Handbook/Parent Handbook and follows AMI standards.

Education & Qualifications:

- AMI Montessori Primary Diploma
- 12 quarter credits or 8 semester credits from an accredited college or university, preferred
- 2 years' experience working with children, preferred
- Adult & Pediatric First Aid and CPR Training, current or within 90 days of hire
- Required DHS certifications, upon hire
- Must pass a mandatory background clearance, including fingerprinting

Work Schedule:

Monday – Friday, School Days, 8 Hour Shift (hours to be determined upon hire)

To apply:

A completed application will contain the following materials: (1) a resume and cover letter that describes your interest in the position and explains how your experience matches the above qualifications; and (2) the names, titles, and contact information of at least two people who can provide references (please indicate the length and nature of the relationship with each reference).

Submit your application via email to: info@mvmontessori.org. Interested candidates may contact Shalene Jahn at 651-450-6693. Applications will be accepted until position is filled.

MVMS does not discriminate on the basis of race, color, religion, national or ethnic origin.