

Job Description – Essential Functions



POSITION: Primary Floater

CHILDREN'S HOUSE MISSION: The Children's House is a Montessori preschool and kindergarten that guides a diverse group of children to become joyful and confident lifelong learners who respect others and the world around them.

General Responsibility:

- Assist with the overall supervision, safety, education, and daily functions of a Primary (3 – 6 y.o.) Montessori school of 72 children, in coordination with classroom teachers
- Reports to the Director

Qualifications:

- Degree related to early childhood or preschool or elementary education preferred
- Early Childhood Montessori credential from a MACTE-accredited education program preferred
- Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations
- Must meet basic requirements of local childcare regulatory agency
- Must be able to relate positively with young children
- Must possess basic computer skills and be familiar with Office 365 applications, Transparent Classroom, and email communication
- Previous early childhood teaching is preferred

Specific Duties:

- Assist with implementing a daily schedule and a curriculum based upon the Montessori method and philosophy, NAEYC's Developmentally Appropriate Practices, and the Tennessee Department of Education curriculum standards
- Assist in preparing classroom environment daily providing attractive, well-maintained spaces that encourage learning, creativity, respect, and independence
- Models appropriate teaching and observation skills to interns, volunteers, and practicum students
- Models and implements Positive Discipline techniques
- Seeks out and participates in a variety of continuing education and professional development opportunities to comply with Department of Education requirements
- Maintains the Children's House's positive, professional attitude and work behavior
- Attends all required staff meetings, workshops, and/or school functions as determined by the Director
- Participates and assists in special events of the school
- Observes all rules, regulations, policies, and procedures of the Children's House and the local, state, or national regulatory agencies
- Maintains professional Code of Ethics of the American Montessori Association
- Performs related duties as required by the Director

Upon Employment:

- Must meet all Children's House of Nashville and local, state, or national basic health requirements as well as other requirements required by regulating agencies
- CPR and First Aid training, as required
- Must complete all necessary company employment and payroll forms
- Fingerprinting and/or criminal investigation report completed

Children's House of Nashville offers competitive pay and benefit packages. Qualified applicants may submit a resume to rhonda.mckay@childrenshousenashville.org. No phone calls, please.