



Primary Class Assistant Teacher
Part time, salaried

Mountain Sun Community School serves children aged three through middle school in a carefully prepared environment with highly trained teachers using Montessori principles along with other complementary educational practices and a strong emphasis on outdoor experiential education. Mountain Sun is Brevard's only independent school and was formed as a non-profit, parent-driven effort to create a caring, holistic community school that cultivates each child's passion and unique abilities.

OBJECTIVE

Mountain Sun Community School seeks a Primary Class Assistant Teacher to guide children ages 3 through 6 in conjunction with a Lead Teacher.

REPORTS TO: Executive Director

WORKS WITH: Mountain Sun Community School faculty, staff, and parents

RESPONSIBILITIES

- General:
 - Assist in establishing and maintaining a harmonious classroom
 - Participate in weekly staff meetings
 - Participate in all school events, conferences, professional development opportunities, etc.
 - Responsible for being well informed both with the Parent Handbook and the Employee Handbook
- Lead Teacher:
 - To assist the lead teacher with the children by redirecting them as needed
 - To observe and keep notes on each student's progress
 - To be informed and carry out duties as assigned by the lead teacher
 - To inform the lead teacher of any classroom difficulties including discipline, health, equipment needs, repair and maintenance
 - To assist the lead teacher in outside play areas by observing children, watching for needed repairs, etc.
 - To meet with the teacher daily and weekly to discuss goals for the class and individual students
 - Support the lead teacher's responsibility to observe, offer lessons, and focus on the children's needs

- Attempt to ensure that at least one adult is standing or can fully observe the whole class in order to maintain classroom expectations and facilitate a peaceful learning environment
- Children and parents:
 - Keep all information confidential
 - Be professional and positive in all dealings with children and parents
 - Share any information from parents with lead teacher
 - Allow the children to be as independent as possible
 - Encourage children to engage in peaceful conflict resolution with their peers and offer assistance when needed
 - Offer lessons to children on self-care, snack procedures, changing clothes, hand-washing, and taking care of bodily needs
 - Provide a safe and secure environment
- Classroom
 - Maintaining the classroom always as a “prepared environment” at the beginning of each day, throughout the day and at the end of each day
 - Support the children by promoting a peaceful, calm, noise sensitive learning environment
 - Perform duties as specified by the lead teacher in order to maintain the beautiful environment (e.g. wipe surfaces, maintain supplies, maintain materials on shelves, etc.)

QUALIFICATIONS

- Background in education for children of all ages
- B.A. in Education or other relevant field
- Early Childhood (2 ½-6) Montessori certification strongly preferred

CORE COMPETENCIES

- Strong oral and written communication skills
- Dynamic and flexible interpersonal skills, including a joy for working with children
- A demonstrated passion for education and nonprofit work
- Self-directed, creative, multi-tasker, detail oriented
- Experience with successful team support, team leadership, and comfortable working independently
- Technological expertise:
 - Windows and Google Suite
 - Transparent Classroom
 - Copy and laminating machines

TO APPLY

Interested candidates should email a resume and cover letter as a single PDF with “Primary Class Assistant” in the subject line to michaelb@mountainsunschool.org.