

Infant Montessori Teacher Job Description

The New Haven LLC

Founder: Michele VanDerworp

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The New Haven is looking for a Toddler Assistant teacher to be able to expand their toddler program. We are looking for an assistant who understands the Montessori philosophy and is willing to practice care according to the method whether or not you have received certification for it.

The Founder and Director are searching for someone who is excited about being a part of a start-up environment and who ultimately wants to nurture and support the development and well-being of our youngest members. The New Haven is a new kind of work space for the families of San Diego. We are creating an entirely new way for families to fulfill their work responsibilities while remaining close to each other and being able to be a part of a community together. We offer coworking office space for parents down the hall and Montessori classroom environments for their young children ages 4 months to 3 years. We have just completed our start up year and look forward to settling in and maturing the program. We'd love to see if you want to be a part of creating something beautiful with us.

Our vision and values:

Vision Statement

To be a beautiful and convenient space for families to work and play together in community.

Mission Statement

To create a flagship coworking space designed for parents to serve San Diego County and the surrounding area.

The New Haven Hiring Profile:

- Humility and receptivity to feedback and coaching
- Gentleness and patience for our young students as they learn and grow
- A gracious and collaborative outlook toward parents of our students in care
- Love of learning

- Leadership ability in the classroom
 - Desire to create the most harmonious environment for children
 - Commitment to professional growth
 - Adaptability to changes as this business model grows and develops
 - Aptitude in the Montessori method for young children ages 18 months to 2 years
 - Willingness to adapt the Montessori method to the model
 - Strong work ethic and enthusiastic, positive attitude
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Position Roles & Responsibilities:

Reporting to the Founder of The New Haven, the Infant Teacher would have the following responsibilities:

Coordinating the needs of the children in the Infant classroom with the other teachers.

- Working with the co-teachers to assess the classroom environment and either add, take away, or rearrange the environment to best suit the needs of the students.
- Application of the Montessori method in the way the environment is prepared, the kinds of activities chosen to present to the students and the way we think about and interact with the children.
- Guiding the tone of the room with voice and confidence and providing freedom with limits to the students. Establishing a healthy order and expectation in the classroom while allowing the class to be child-led, only assisting by promoting independence and meaningful choices among the children.
- Practicing the Montessori method of observation; making notes to better assist the children and speak with the parents at points during the year.
- Aptitude in the Montessori method for ages 4 months to 3 years and/or willingness to continue training in house or at an external program.
- Assisting in setting up and taking down the classroom materials at the beginning and/or end of day
- Maintaining a clean, sanitized and safe space within the indoor classroom and outdoor play space
- Helping infants to maintain healthy sleep habits while in our care and coordinating with parents efforts at home
- Keeping infants well fed
- Tracking necessary details/records about infants health, eating and sleeping while in our care and communicating with parents at pick up & drop off.
- Following all company policies and procedures related to children within our care
- Fulfilling any opening or closing duties assigned or allocated to each team member
- Becoming familiar with the Family Handbook so as to be ready to answer essential questions from the parents.

- Participating as a team member of all the teachers and staff here at The New Haven recognizing there may be opportunities to support one another as substitutes or other assistance when we are able.

Qualifications:

1. At least 12 semester units in Early Childhood Education to be considered "highly qualified" according to the Child Care Center Licensing division of CDSS (California Department of Social Services).
2. Preferable: Training for 0-3 and an AMI Certification
3. At least one year experience caring for infants.
4. Preferable: At least one year experience caring for multiple infants in a classroom setting.
5. CPR Certification up to date
6. Mandated Reporter Training
7. TB Test clearance, up to date immunizations, and Health Screening Report
8. Finger-print clearance and background check

Job Details:

Job Types: Full-time, Contract

Start date: TBD

Weekly Schedule: TBD.

Annual Schedule: Closed the week between Christmas and New Years, summer, and 13 Federal Holidays.

Compensation:

Hourly: \$18.00 - \$21.00 per hour

Benefits: Medical, Dental, Vision, & Life after 30 days of employment.

Sick Leave: 3 days (or 24 hours in total) of paid sick leave in accordance with California State law.

Other PTO: 3 days PTO, 13 Paid Federal Holidays, and 5 days accrued vacation time.

COVID-19 considerations: We follow CDC guidelines for positive cases and exposures.

Unless there are changes across the city and state regarding masking, our faculty will remain mask free. We routinely sanitize the children's room and office space.

How to apply

1. Fill out the following application and email with an introduction to the Founder of The New Haven: Michele VanDerworp: michele.vanderworp@thenewhavens.com
2. Mrs. VanDerworp will reply to schedule an initial phone interview.
3. If you are still a candidate after the phone interview, an in-person interview will be scheduled.

Position Application Form		
Full Name:		
Address:		
City:	State:	Zip:
Phone Number:	Email:	
Availability		
What date are you available to start?		
Work Experience		
Employer 1:	Job Title:	
Address:		
City:	State:	Zip:
Phone #:	Start Date:	End Date:
Employer 2:	Job Title:	
Address:		
City:	State:	Zip:
Phone #:	Start Date:	End Date:
Education		
School 1:		
Major/Area(s) of study:		
Degree Received:	Start Date:	End Date:

School 1:		
Major/Area(s) of study:		
Degree Received:	Start Date:	End Date:
Professional References		
Name:		
Relationship:	Company/Title:	
Phone Number:	Email Address:	
Name:		
Relationship:	Company/Title:	
Phone Number:	Email Address:	
Name:		
Relationship:	Company/Title:	
Phone Number:	Email Address:	

The New Haven is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, creed, disability, veteran's status, gender, sexual orientation, gender identity or gender expression.

By signing below, I certify all information within this application is correct to the best of my knowledge. I acknowledge that providing false information is grounds for refusing to hire me, or for termination should I be hired.

Applicant Signature: _____

Date: ____/____/____