

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Teacher Assistant

**Reports To:** Montessori Teacher

**Department:** Montessori

**Job Vacancy:** YAN-23-040

**Status:** Full-Time: Non-Exempt

**Starting Wage:** \$16.00 per hour

**Opening Date:** 5/30/2023

**Closing Date:** 6/9/2023

### **POSITION DESCRIPTION:**

The Montessori Teacher Assistant provides support to the Montessori Teacher and assist in the daily implementation of the Montessori lessons and activities. The Assistant maintains peace and order in the classroom and guides children through modeling and example.

### **QUALIFICATIONS:**

- High School Diploma
- Montessori training or practical experience preferred
- Recent verifiable experience in a classroom setting
- Demonstrated ability to work with children
- Willingness to be trained in the Montessori method and philosophy
- Ability to work successfully as a team member
- Valid Arizona Fingerprint Clearance Card
- CPR/First Aid Certification
- Must have a valid Arizona driver's license, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment

### **DUTIES AND RESPONSIBILITIES:**

- Support the work of the Montessori Teacher
- Assist the teacher during class time by redirecting children to work and aiding children who need help
- Monitor children while teacher is giving lessons
- Works with individual or small group of children
- Assist in maintaining a clean, safe and healthy classroom environment
- Shares the responsibility for the safety and physical well-being of the child
- Helps the teacher make materials and plan activities
- Transport children to fieldtrip destinations
- Keep up with professional development – 15 hours per school year
- Attends staff meetings
- Other duties as assigned

**PHYSICAL REQUIREMENTS:**

The employee must occasionally lift and/or move up to ten (10) pounds or more. Specific vision abilities required by this job include; close vision, distance vision, peripheral vision, depth perception and ability to focus. The noise level in the environment is typical of an office setting.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

