



Title: Teacher Intern

Class: Assigned Class

Reports To: Directress

Status: Non-Exempt

Summary: Work directly with teacher and/or directress to help plan activities that promote the social, physical, and intellectual growth of children. Supervises children, maintains classroom records, cleanliness, and orderliness.

Essential Functions:

1. Greet children daily with a smile and “hello.” Help children feel welcomed into the Our Nest community.
2. Work closely with assigned teacher and/or directress in the daily planning and implementing of lesson plans.
3. Under supervision on teacher or directress, may lead small groups, review, grade and correct daily and homework, prepare materials and teaching aids.
4. Observe students during learning and recreational activities to gain understanding of a school and classroom setting.
5. Maintain (sanitize, straighten or re-supply) the materials that the children need to work in the classroom.
6. Maintain a clean, safe and orderly environment in the classroom.
7. Assist the children with their physical needs, when necessary.
8. Report difficulties in the classroom to directress. Allow all communication about a child’s day to the parent come from the Directress.
9. Be aware of anything that appears unsafe report to Directress.
10. Be available to the children to interact with them.
11. Attend meetings, as requested, with the Directress, Coordinator, Educational Administrator, or Executive Director.
12. Follow established schedule for routine.
13. Maintain a neat, clean and well-groomed appearance.
14. Attend seminars/sessions related to professional development, as well as meetings.
15. Address classroom emergencies in the classroom, such as forgotten lunches and minor accidents.
16. Enforce and follow school policies and procedures, including roles and responsibilities plan and attendance, as established for position.
17. Other duties as assigned from time-to-time to support and meet school objectives.

Education, Experience and Skills:

1. Two years of college and/or Montessori para-professional training.
2. CPR/First Aid preferred.
3. Enjoys and is able to work with children, demonstrating patience, kindness, and moral rectitude.

Minimum Physical Requirements:

1. Ability to stand and move for 95% of the day.
2. Use of hearing, hands and eyes 100% of the workday.
3. Ability to push, pull, lift and carry up to 50 pounds occasionally during the workday.
4. Assume postures in low level positions that best allow visual contact with children.
5. Ability to bend, stoop, sit on the floor, perform activities with children such as, jump, dance, run, etc. for extended periods of time.
6. Ability to multi-task and able to respond quickly and appropriately to the changing needs of the children.
7. Typical of a classroom environment; exposure to activity and children.
8. Work both indoors and outdoors.
9. Stamina to work all assigned hours.