



## **Assistant Infant Teacher Job Description**

Little Star's Infant Program provides a Montessori-inspired, nurturing environment where teachers are committed to meeting each child where they are at developmentally and helping them discover their own curiosity, compassion and love of learning.

Our emphasis on individual care, paired with our low student-to-teacher ratio, allows our teachers to follow each baby's own rhythms for sleeping, eating and daily activities. Our infant teachers talk and sing with the babies, rock them, hold them and support their unique development at each stage, celebrating and sharing milestones along the way. As our infants get older, teachers offer art projects, sensory experiences, and other similar activities as well as spend time outside exploring the natural environment.

Our infant classrooms serve children ages six weeks to 18 months, so it is crucial that teachers are able to support a range of skills and development across this age range within the same classroom environment. Teachers work as a group of 2 throughout the day, staying within a ratio of 3 infants per teacher, with a maximum of 4 infants in the Twisp classroom.

### **Job Responsibilities**

- Assists with implementing developmentally appropriate curriculum throughout the year.
- Assists with oversees the daily flow of the classroom, including set up, parent/guardian interactions, team collaboration, student care and engagement and end of day clean up.
- Keeps a well-prepared and organized classroom. Engages with the teaching team to share the responsibilities of organization, prep, and clean up.
- Meets monthly with team teacher(s) for planning weekly/monthly lessons, reviewing children, and revitalizing/revising the classroom.
- Maintains close communication with team teacher(s) and other staff members.
- Sets up and cleans up the classroom, at the beginning/end of the school year.
- Maintains a safe, clean environment; practices hand washing and safe food handling procedures; and assures the well-being and safety of all children.
- Guides daily activities including: preparing bottles and food as needed, dressing and undressing, diaper needs, nap time, and offering regular sensorial, gross and small motor work to promote healthy development of each infant in the program.

### **Required Qualifications & Skills**



- Strong interpersonal and communication skills with children, parents and other staff members.
- Nurturing, calm, kind and respectful, with an open attitude towards all children and families.
- Is creative, flexible, loving and patient.
- Ability to fulfill all Washington State's Department of Children, Youth, and Families (DCYF) requirements (TB test, MMR vaccination & pass a portable background check.)
- Willingness to complete training upon hire: Food Handler's certificate, Pediatric First Aid/CPR, HIV/AIDS and Bloodborne Pathogens Certificate, and Safe Sleep certificate (paid).
- Completion of initial 30 hour STARS training (completed within 6 months of hire), an additional \$500 stipend is paid at the completion of this training.

#### **Desired Qualification**

- Experience caring for infants, ideally in a licensed early learning facility.

#### **Scheduling**

- There are options for part-time up to full-time work (20-40 hrs/week)

#### **Wage and Benefits:**

- Competitive wages (\$19-\$22+ per hour starting wage, depending on experience, skills, and qualifications, with annual wage increases)
- 4% retirement matching program
- Accrued paid time off at 0.025 hours per hour worked
- Paid vacation after 6 months of hire
- 50% discount on your child's enrollment at Little Star
- \$565 annual health stipend for part-time work (20 hours/week)
- Flexible scheduling with weekday/daytime hours
- Positive and supportive work environment with a fun and dedicated team
- Make a difference in the lives of children and families

#### **To Apply**

Please email a cover letter and resume to: [employment@littlestarschool.org](mailto:employment@littlestarschool.org).



**Little Star**  
SCHOOL