

CASTLE ISLAND

BILINGUAL MONTESSORI

INNOVATIVE. INTERCULTURAL. INCLUSIVE.

- A JOYFUL LEARNING COMMUNITY SINCE 2012 -

Spanish Immersion Independent Elementary School | Excellence in Child-Led Education, Ages 3 - 13

Job Posting

Title Afternoon Assistant Guide (Teacher)

Part-Time 11:30 am – 5:30 pm

Salary \$25,200

Application Due Date July 6, 2026

Contract Dates August 17, 2026 – June 11, 2027

About Our School Castle Island is an accredited independent nonprofit Spanish immersion Montessori elementary school in Downtown Albany focused on enhancing the core values we believe in upholding for learning in community.

Our mission is to provide world-class and accessible education immersed in English and Spanish in a fully implemented Montessori learning environment for children of the Capital Region of New York.

We inspire learning by honoring each child's potential in a research-based learning environment designed to foster curiosity, collaboration, and innovation. Immersion in a bilingual, diverse Montessori school will offer our students the unique challenges and opportunities to become creators of solutions and leaders of a technologically advanced, environmentally vital, peaceful global community.

From the beginning, inclusivity has been embedded in the mission, vision, and everyday experience of our school. Diversity is inherent in the structure of our community, and we embrace an ongoing commitment to equity at all levels of our organization. Our global outlook is reflective of our local model which is focused on peace, making joyful connections, and upholding our responsibilities to each other.

Job Title: Afternoon Assistant Teacher (*English or Spanish speaking*)

Reports to: Administrative Team

The Afternoon Assistant supervises the safety and activity of the children during the Afternoon Work Cycle, Enrichment, and the Extended Day Program, including outside/multi-purpose space play, library reading, snack, bathroom and hygiene until a parent or guardian arrives. The Afternoon Assistant helps to complete the daily cleaning and organizing tasks, supporting an optimal learning and play environment for children ages 3 – 9 years old; and, assists with learning instruction and activities presented by the Lead Guides (Teachers) in the classroom, including support with rest/nap time and bathroom use. The Afternoon Assistant communicates with parents especially related to safety and upcoming events.

Qualifications An associate's or bachelor's degree in education, child development, or similar; and, at least 2 years of experience working with children. Bilingual English/Spanish fluency is preferred.

The ideal candidate will be a dynamic professional who will develop and enhance a well-prepared and rich environment accommodating a bilingual model. The school offers Spanish/English immersion; and, the environment embodies fully implemented Montessori approach and philosophy.

This is not a narrowly defined teaching role. It is best suited for someone who is highly organized, proactive, and comfortable taking ownership of the work, assisting to guide a class community.

What Success Looks Like

- Shows initiative and supports improvements in the school program
- Classroom operations run smoothly without constant oversight
- Student progress is organized, documented, and moving forward as planned
- Communication across the team is clear and consistent
- Leadership is freed up to focus on professional development, teacher and family support
- Assumes a fair share of joint responsibilities and delegates appropriately and fairly, works as a team in own classroom
- Retains composure in tense situations
- Accepts suggestions from others gracefully
- Demonstrates a positive leadership ability
- Has a positive attitude towards co workers
- Takes extra time to assist others if needed, offers help
- Discusses problems with those involved
- Uses respectful, positive, quiet tone of voice and relaxed body language
- Is cordial, supportive, and warm towards the parents and listens to and acknowledges the parents' viewpoints

Core Responsibilities

Teacher Leadership

- Demonstrates a commitment to the mission of the school and Montessori philosophy
- Maintains a positive attitude
- Carries out duties and work schedules in a consistent manner
- Adheres to all school policies, protocols and procedures
- Attends school functions and activities
- Consistently arrives to work in a timely fashion
- Absenteeism is not excessive

Teacher-Child Interaction

- Greets each child warmly upon arrival
- Models good communication habits
- Avoids gender-role stereotypes
- Uses positive discipline techniques effectively
- Helps children accept mistakes without shame
- Offers the same level of guidance to and interest in each child
- Always puts the needs of the children first

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Assists to Ensure that the Learning Environment

- Reflects the Montessori philosophy
- Creates an appealing, stimulating environment, with a variety of work choices
- Carries out duties regarding cleanliness, classroom preparation
- Works to foster a relaxed, calm atmosphere conducive to concentration
- Ensures that the child's role in the care of the environment is encouraged; handles materials respectfully and participates in the care of the environment
- Adapts the environment spontaneously to meet the daily needs and interests of the children

Supports the Curriculum Instruction

- Assists with the curriculum sequences correctly and is being maintained
- Supports the lead guide's work in crafting the curriculum that is appropriate for a Montessori classroom within a Bilingual immersion model

Staff Relations

- Exhibits friendly, respectful attitude and a cooperative spirit to others on staff
- Uses good judgment in an emergency situation
- Accepts constructive criticism and shows willingness to make changes in work style which will bring about positive changes
- Refrains from gossip and airing personal problems at inappropriate times
- Shares frustrations or concerns with appropriate person

Parent Relations

- Maintains professional relationship with all parents
- Respects parents' rights to confidentiality
- Shares concerns with parents as appropriate
- Informs the administrative team about any concerns that arise
- Keeps an open mind about diversity in parenting styles

Benefits

- 28 Paid vacation days in 10 month employment contract
- Partial reimbursement for MACTE TEP Montessori training
- Partial reimbursement for professional development workshops & conferences
- 30% Tuition discount for dependents
- Parents' Night Out free for staff
- Free parking