

# 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** Toddler (ages 1 - 3) Associate (Assistant) Guide (Teacher)

**Part-Time** 8:00 am – 1:00 pm

**Salary** \$21,000

**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** Associate (Assistant) Toddler Guide (*English or Spanish speaking*)

**Reports to** Lead Toddler Guide

The Toddler Associate Guide's role is to contribute to the integral development of children ages 1 – 3 years old through assisting the lead guide in providing an appropriate prepared learning environment for this age stage. By taking care of specific classroom materials and supplies, assisting the children when as needed based on careful observation, and encouraging all of their efforts, the Associate Guide supports the development of the children's cognitive skills within an atmosphere of joy, respect, and community. Responsibilities include cleaning, food prep, and daily help with children in the bathroom.

The Toddler Associate Guide is an apprentice position and the successful candidate for this position must be fully matriculated into a MACTE accredited Teacher Education Program (TEP) for certification as an Infant/Toddler Guide to obtain either an AMS credential or AML diploma, within two years of hire.

**Qualifications** An associate's or bachelor's degree in education, child development, or similar; matriculation in a Montessori AMS credential, or AMI diploma for Infant/Toddler; 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