MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	**Montessori Apprentice**	
Department:	**Early Childhood- Mescalero Montessori**	
Employment Status:	**Non-Exempt, Full-time**	**Grade: NE4 ($13.17-$15.15/hr)**
Opening Date:	**November 2, 2025**	**Closing Date: November 13, 2026**

Job Summary

Responsible for assisting the Montessori Lead in developing and implementing a program of activities that promotes the social, emotional, physical, and academic development of each child. The duties and responsibilities will be carried out under the guidance of the Montessori Lead.

This position description may not include all the listed duties, nor do all the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Engage positively and professionally with staff and families, with guidance from Montessori Lead
- Model behavior for children, with guidance from Montessori Lead
- Observes and provides student assistance as necessary throughout the day and supports documentation of student needs, with guidance from the Montessori Lead
- Maintain a peaceful and prepared environment to foster student directed learning, with guidance from Montessori Lead
- Maintaining the clean and attractive learning environment associated with the Montessori philosophy according to daily and weekly cleaning schedules
- Responsible for supervising students in the absence of the Montessori Lead, including meal and/or outdoor play duties
- Communicate effectively with the Montessori Lead regarding classroom management and all aspects of student performance
- Read and adhere to the guidelines of the Montessori Staff Handbook
- Attend and participate in school functions, including monthly staff meetings, parent workshops
- Complete and document all required Professional Development and training to support Montessori certification
- Assist the Montessori Lead in planning regular field trips to enrich the classroom learning experience, including regular opportunity working outside in nature
- Share meals with children, ensuring appropriate table setting and kin style (family style) serving; encourages good social skills and appropriate dialogue
- Accordingly refers children to Montessori Lead for academic, behavioral, and medical concerns, as needed.
- Responsible for children from drop-off to pick-up
- Maintain a high standard of confidentiality
- In training with Montessori Lead for all aspects of the Montessori classroom; must obtain Montessori training certificate with 18 months of start date (Montessori training scholarship available)
- Maintain Professional Development hours throughout the year
- Performs other duties as assigned

Minimum Qualifications

- **Must be 18 years of age or older.**
- **Associate's degree in Early Childhood Education, Education, or related field; or enrolled in an accredited associate's program (schedule of classes/proof of enrollment required throughout employment until degree is obtained).**
- Child Development Certification (not CDA) required.
- Minimum of three years' experience working with children.
- Bilingual English/Apache strongly preferred.
- CPR and First Aid Certified (provide current copy of ID/certificate).
- Must obtain and maintain Food Handler's Card (provide current copy of ID/certificate).
- Must be able to pass a physical exam within 45 days of hire.
- **Must have a valid unrestricted NM Driver's License.**
- Must be able to work an eight-hour day, with a lunch.
- Must be willing to work an evenings, weekends, and holidays, as needed
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis test; must pass random urinalysis, as required

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of basic Montessori pedagogical approach; intent to learn technical mastery of environment preparation, lesson presentation, observation, and record keeping
- Knowledge of Mescalero Montessori curriculum framework and expectations, techniques for integrating curriculum, Mescalero Montessori policies, and effective instructional practices
- Knowledge of principles and practices of early childhood development and care
- Knowledge of proper and safe food handling, storage, and disposal requirements
- Skill in operating Office 360 and Google Suite, willing to learn other software
- Skilled in oral and written communication, as well as human relations
- Ability to provide instruction that reflects multiple perspectives and multicultural education
- Ability to infuse appropriate technology into curriculum
- Ability to work effectively with administrators, colleagues, central office and school-based staff, students, parents, and community
- Ability to maintain confidentiality
- Ability to maintain professionalism, to include adherence to dress code – khaki pants or jeans with provided Mescalero Montessori shirts (no leggings/yoga pants, no sweats, no ripped jeans); clogs, flats, or sneakers/tennis shoes

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee occasionally lifts children. The employee must lift and/or move up to 50 pounds.

Work Environment:

Work is generally performed in a childcare center, classroom environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.