

# Montessori Assistant Teacher

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We are seeking caring, patient, and dedicated individuals who are passionate about working with children for assistant teaching positions in our new Montessori Primary classroom (3-5 year olds).

## Qualifications

### Essential

- Experience working with young children
- High School diploma or GED
- Energetic, self-motivated, and strong work ethic
- Team player with strong collaborative and communication skills
- Positive attitude and willingness to learn, ability to take direction well
- Professional, reliable, and responsible
- Creative, flexible, and patient
- Ability to relate positively and professionally to all parents
- Respect for children, parents, colleagues, and school

### Preferred

- Classroom experience
- Experience in a Montessori environment
- Early Childhood Training or college degree
- A second language
- CPR/First aid training certification

## Responsibilities

- Assist with maintaining classroom order through observing, guiding, and re-directing children as needed
- Present lessons as directed by the lead teacher
- Use positive discipline strategies and discuss strategies with lead teacher to maintain consistency
- Maintain classroom expectations during lunch, recess, group time, and transitions
- Prepare materials and replenish classroom supplies
- Assist with record keeping
- Set up workstations and snack areas
- Maintain cleanliness of classroom
- Develop positive relationships with parents, children, and colleagues
- Meet weekly with lead teacher to discuss curriculum, lesson plans, issues, and questions
- Act as substitute lead teacher if the lead teacher is absent

- Observe all school policies and procedures as outlined in the Staff Handbook and communicated by the Principal
- Maintain respectful and positive interactions with other staff and solve conflicts appropriately and efficiently
- Perform other tasks as directed by lead teacher or Principal

## Schedule

- Participate in full-day training workshops August 12-13, 2015
- Assist with cleaning and setting up the classroom furniture and materials in the two weeks prior to school beginning (days and times to be scheduled with lead teacher and school principal)
- Attend staff meetings and evening school events (such as orientation and Back-to-School nights)
- Observe one Montessori Primary classroom at another school annually
- Hours:
  - **Morning Assistant:** 7:00am-12:30pm
  - **Afternoon Assistant:** 11:30am to 3:30pm
  - Both positions are five days a week for the school year (September through June, with some days in mid-to-late August)

Please email cover letter, resume, and contact information for two or three references to [cheryl.heatwole@gmail.com](mailto:cheryl.heatwole@gmail.com)