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montessori

## Montessori Classroom Assistant

### GENERAL DESCRIPTION:

To assist Lead Teacher in planning, organization, and supervision of the classroom environment in order to provide quality care that will be safe, enjoyable and enriching to children.

### QUALIFICATIONS:

- High School graduate with at least 2 years of experience working with young children or Early Childhood Credential. Montessori experience a plus. Montessori credential a huge plus.
- Clear Federal & State Background Checks
- Completion of State Mandated Training
- Must have strong communication skills and be able to communicate effectively and respectfully with children, their parents, and other staff.
- Have the physical capacity to work with young children in a Montessori environment. This includes lifting 30lbs, going on extended walks, and being able to engage with children on their level within the environment by sitting on the floor or crouching near the child.

### DUTIES AND RESPONSIBILITIES:

- Arrive punctually and ready to work, with the ability to be observant in the classroom environment and on outings.
- Observe and monitor children's activities in the classroom, on the playground and while on outings.
- Assist and support with guidelines & disciplines for each individual child.
- Communicate child/classroom observations to the lead teacher.
- Assist the Lead Teacher in establishing and maintaining a peaceful environment by modeling respect and calm behavior.
- Help create and support a Montessori classroom culture, paying particular attention to the needs of the children and classroom climate.
- Support the classroom in a manner consistent with Montessori teaching and learning philosophies.
- Participate in all school events, staff work/in-service days and parent teacher conferences.
- Pursue professional development opportunities
- To perform class support activities, as directed by the Lead Teacher, such as: Assist with drop off, change diapers, pick up and nap transitions, assist with outings off school premises, conduct a circle or story time, and assist in preparing meals and snacks for the children
- To help organize, maintain, and keep clean the classroom, bathroom, and kitchen areas.
- To keep children's information confidential.
- Always maintain a safe & healthy school environment.



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- To meet with the lead teacher consistently to discuss goals for the school, classroom environment and individual children and families.

Equal Opportunity Statement

Our House Montessori is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.