



# White Light Montessori School

## Job Description (Teacher's Assistant)

WLMS is looking for an enthusiastic and creative assistant teacher to join our supportive, cross-collaborative staff in an early childhood classroom. The Montessori assistant plays a very important role in the overall success of the Montessori environment. She provides support to the lead teacher, and through gentle interaction with the children, all in service toward a peaceful, harmonious classroom. It is a personally challenging and rewarding experience, and preparation for this role requires education and dedication to the Montessori philosophy.

### **Summary**

The Montessori Assistant's primary duties are to maintain the classroom environment and to assist the head teacher or guide. Candidates must have experience working with young children and be committed to working in a diverse, urban environment. The Assistant is expected to understand and support the mission of the school. Professional behavior is always expected. The general duties include, but are not limited to:

### **Job Expectations**

#### *Preparation of the Environment*

- The classroom environment should be prepared during the opening weeks of school and maintained throughout the year according to the Montessori training of the guide.
- Materials should be complete, in good repair, and maintained in accordance with Montessori's principles of beauty, order, and simplicity. This may include washing classroom dishes, repairs of materials, and daily cleaning tasks.
- The environment outside the class—the extended day room, nap room, lunchroom, and playground—will be prepared and maintained according to Montessori principles of beauty, order, and simplicity
- The assistant will arrive promptly at the specified time to prepare the environment for the day. At the beginning and end of the day specific listed duties should be completed.

#### *Assistance to Head Teacher(s)/Guide(s)*

- Under the direction of the Guide, help establish a classroom culture of calm, productive work. Supervise the classroom when necessary and work with individual children or small groups of children as directed by the guide.
- Work with the guide to establish routines and rituals around transition times and non-classroom times such as lunch, recess and nap.
- Provide behavioral guidance to children in a manner that is firm but respectful.
- For preschool assistants, assist children in meeting their physical needs including escorting children to the bathroom, helping find clean clothes and assist with changing clothes as needed.
- Observe the activities of the students and take the time to communicate observations to the guides.
- Be a model to students of integrity, curiosity, responsibility, creativity, and respect for all persons as well as demonstrate respect and appreciation for racial, cultural, and gender diversity.

### **Professional Growth:**

- Seek feedback to improve performance in supporting the environment and the in working with the children

- Reflect on and pursue development of professional growth; work with Director of Early Education and Guide(s) to evaluate and improve skills.
- Participate in structured and informal professional development opportunities.

**Communication and Professionalism:**

- Communicate effectively and demonstrate professional behavior toward students, families, and co-workers.
- Collaborate with colleagues to ensure a joyful and same school environment.
- Perform other duties as assigned or needed.
- Maintain professional appearance, timeliness, and reliability.
- Respond to stress and conflict with professionalism.

**Qualifications***Education and/or Experience*

- High-school diploma required; two years college course work in early childhood education (preferred).
- Experience working with diverse students and families.

*Language/Communication Skills*

- Must have good verbal and written communication skills in English.

*Mathematical Skills*

- Must be proficient and able to assist students with counting and simple operations.

*Computer Skills*

- Must be capable of using email and other web-based applications.

*Reasoning Skills*

- Must be able to analyze student behavior and apply appropriate intervention.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, reach with hands and arm, stand, walk, climb, stoop, kneel, crouch, or crawl.
- Must be able to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds
- The noise level of the work environment is usually moderate

**Salary**

Depends on experience

**Hours:**

7:00am – 6:00pm including a half hour lunch break.

Please send resumes to [frontdesk@whitelightmontessori.com](mailto:frontdesk@whitelightmontessori.com)