



# PINES MONTESSORI SCHOOL

## *Job Description*

### Montessori Assistant Teacher

The role of the Montessori Assistant Teacher is to support the Lead Teacher as they guide who helps direct his/her students' activities academically, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her full potential in these developmental areas, in accordance with Montessori philosophy and procedures.

#### ESSENTIAL JOB FUNCTION

- Assists students toward self-directed learning and normalization.
- Maintains a neat, well organized, and attractive prepared environment consistent with Montessori pedagogy.
- Participates in professional activities designated by the Head of School, which may include workshops, curriculum retreats, meetings, grade reporting, planning, and other professional pursuits.
- Attends all pre-announced staff meetings and professional sessions, including staff, level, committee and, evening parent meetings.
- Works to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and the larger school community; provides individualized tracking of student progress.
- Participates in the admissions process, speaking from time to time with prospective families--at the request of the Head of School.
- Follows the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required; includes the administration of standardized tests (if applicable).
- Assesses the needs of the class and prepares requests for materials, furnishings, framework of the budgeting process; updates inventory list and submits to Head of School on last day of school.
- Other job duties as assigned.

#### PRE-CLASS PREPARATION, INCLUDING CONSULTATION WITH LEAD TEACHER

- Outline projected routine of the day, including any special activities
- Convey information concerning the special needs of some children; propose possible strategies that will support positive behavior and minimize negative behavior.
- Identify a given group of children who might be shown certain materials (or steps for use of these materials)
- Track attendance, maintain lunch count, and students in/out and report to the school office
- Receive and welcome students; greet parents/caregivers

- Consult with other teachers for curriculum ideas, sharing materials, and scheduling common activities
- Seek advice from Lead Teacher

### TASKS DURING CLASS

- Observe class's overall feeling and tone
- Assist children who need individual help to choose work
- Protect working children from interference (including adult)
- Withdraw at regular intervals to observe
- Uphold and reinforce positive behavior by
  - Modeling behavior
  - Drawing attention to ground rules
- Remain in contact with the whole group and sense changing mood or activity
- Unobtrusively monitor the work of individual children
- Record important points briefly, for expansion later
- Treat children with unconditional positive regard and provide individualized care for needs
- Monitor group activities to maximize healthy socialization, fostering of community and healthy recreation
- Calmly prepare transition activities
- Incorporate dismissal routine as one of the day's crucial activities
- Work to maintain health and safety standards with snack, lunch, hand washing and toileting

### TASKS AFTER CLASS

- Make minor material repairs
- Refresh the environment
- Complete daily notes
- Reflect on individual children and group interaction
- Assemble materials for the following instructional day
- Confer with Lead Teacher to compare observations, discuss relevant points in Montessori theory, demonstrate a learning material, exchange ideas or alternate ways to cope with a given child (do not just concentrate on problems), and review successful group activities and "invent" new ones
- Review and practice with materials, especially those soon to be presented
- Review transgressions of ground rules by adults and children and try to analyze possible causes; attempt to find counter strategies

### WEEKLY TASKS

- Double check all learning materials
- Remove all items that need repair replacement or cleaning
- Rotate books
- Note needed janitorial services, work orders
- Restructure classroom routine as needed

- Place orders or go shopping
- Plan how to use volunteers, parents or “special resource people” for next week
- Update personal notes
- Meet with co-workers and Head of School to share ideas, plan and problem solve
- Perform the following selected duties as needed:
  - o Update long-range class and children’s records
  - o Organize special projects
  - o Read professional journals or articles
  - o Confer with Head of School as requested

## OCCASIONAL ON-GOING TASKS

- Participate in staff meetings
- Participate in parent education
- Participate in professional meetings outside of school
- Prepare for school’s community activities such as open houses, observation and all general meetings or special events

## REPORTING RELATIONSHIPS

Reports to Head of School

## WORK AREA

Assigned classroom or other children’s areas; must secure substitute or leave only at assigned breaks.

## MINIMUM QUALIFICATIONS

Education and Experience

- High school or GED
- MACTE Montessori trained and certified (preferred but not required)
- Previous experience in teaching in a Montessori setting preferred

Knowledge, Skills and Abilities

- Knowledge and skill in instructional principles, methods and techniques of Montessori program.
- Skill in obtaining, clarifying and exchanging information
- Skill in classroom management
- Skill in handling student discipline
- Ability to organize and coordinate activities
- Ability to serve as role model and treat students as individuals in a professional manner
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse setting
- Ability to make supplemental Montessori materials for classroom

- Ability to fully participate as a team member in a professional learning community
- Ability to embrace and incorporate Montessori philosophy

#### Physical Demands

- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding).

*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.*

*This job description is not an employment agreement or contract. Pines Administration has the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*