



## Job Description: Lower Elementary Assistant

---

**Job Title:** Classroom Assistant

**Department/Room:** Lower Elementary

**Reports To:** Lower Elementary Lead Teacher and the Head of School

**Summary:** This position requires love, patience, and respect for children, encouraging them to be independent while modeling appropriate manners and behaviors. The Assistant Teacher will protect the welfare of the child and facilitate activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori and the McGuffey Montessori School.

**This is a part-time hourly position with anticipated hours of 8:30am-11:30am 2-3 days a week plus occasional hours outside of this for planning and preparing the environment. Additional hours subbing and staffing Extended Care may be available.**

### Skills

- Knowledge of developmentally appropriate practices in early childhood.
- The ability to conform to an established work schedule.
- Effective interpersonal skills with children and adults.
- The ability to communicate in a concise and effective manner verbally and in writing.
- The ability to exercise tact, discretion and confidentiality.
- Technologically proficient, including Microsoft Word, Internet navigation, and data entry.
- Knowledge of basic first aid procedures and ability to assist the children in this matter when needed.

### Physical Requirements

- Can lift up to 40 pounds.
- Endures repetitive bending, stretching and stooping.
- Has the mobility required to ensure the safety of the children.
- Can work with children on the floor.
- Willing to lead extended outdoor activities in all seasons.

### Duties and Responsibilities

- Adhere to company and safety policies and procedures.
- Assist the Lead Teacher in supervising work period and work plans.
- Work with Lead Teacher in providing the children with a “prepared environment.”
- Establish and maintain communication and cooperative working relationships with children, parents and co-workers.
- Participate in some open houses and school programs.
- Assist Lead Teacher in the compilation of progress reports.
- Be present at parent/teacher conferences.
- Be willing to work in other parts of the School when required.
- Willingness to complete and maintain First Aid Training and other classroom related training.



The  
**McGuffey  
Montessori**  
School

## Job Description: Lower Elementary Assistant

---

### **Education and Experience**

- College Diploma, Montessori training or certificate preferred.
- Experience working in a Montessori environment.
- Experience working with children in a multi-age setting.

Rev 7.11.18