



## **Montessori Assistant**

### **About Mater Amoris Montessori School**

Mater Amoris Montessori School is a non-profit corporation governed by the Board of Trustees of the Montessori Society of Ashton, Inc. Mater Amoris adheres to the guidelines established by the Association Montessori Internationale (AMI) and dedicates itself to the philosophy of Dr. Maria Montessori in the belief that her teachings provide a scientifically-based system that helps the child not only during early development, but throughout life. Mater Amoris Montessori School is dedicated to the development of each child according to his/her specific needs and interests.

### **Montessori Assistant Position Description**

The Montessori Assistant at Mater Amoris Montessori School assists the Lead Guide in establishing and maintaining a harmonious classroom. The Montessori Assistant supports students in their academic, social, emotional, and physical development, in accordance with Montessori philosophy and procedures. Under the direction of the Lead Guide, the Montessori Assistant is responsible for helping maintain the operation of the classroom in accordance with the Office of Childcare regulations and Department of Health guidelines and requirements. The Montessori Assistant must complete all trainings and maintain all certifications required by local or State regulations or school administration. The Montessori Assistant reports to the Head of School and performs his/her services under the direction of the Lead Guide. Salary for a ten month position starts at \$24,000-\$26,000; pay commensurate with experience.

### **Major Duties and Responsibilities**

#### **Curriculum, Materials, and Classroom Management**

1. Assist the Lead Guide in preparing and maintaining the Montessori environment to meet the students' needs and interests.
2. Make and repair classroom materials under the direction of the Lead Guide, Director of Education, and/or Head of School.

3. Support the Lead Guide in maintaining behavioral limits using positive discipline.

### Meetings, Conferences, and Events

1. Participate in school functions, including but not limited to open houses, orientation meetings, parent education, and school-wide activities.
2. Attend and actively participate in weekly staff meetings and team meetings.
3. Provide childcare, including planning and delivering enriching projects and experiences, during parent conferences, parent education events, and half days.

### Daily Procedures and Tasks

1. Assist with arrival and dismissal of children.
2. Assist the Lead Guide in the classroom, as directed. Tasks may include supporting follow-up to lessons that have been given, preparing materials for planned lessons, taking observational notes, or other duties, as assigned.
3. Complete the classroom checklist each day:
  - a. Prepare snack; include children as appropriate.
  - b. Straighten student coat racks and cubbies.
  - c. Supervise children's placement of lunch boxes in appropriate places.
  - d. Check and replace paper supplies, paint, polish, cotton balls, paper towels, polishing cloths, sponges, and similar items.
  - e. Straighten classroom shelves routinely throughout the day.
  - f. After morning work period:
    - i. Check and tidy materials and books on shelves
    - ii. Check and clean buckets and basins for water work
    - iii. Check and clean easel and brushes
4. Supervise recess, including offering free time and structured activities. Ensure that all school rules are followed and children's behavior is consistent with our Code of Civility. Inform Lead Guide of any particular incidents and/or document them for communication with families.
5. Help maintain the health and hygiene of students by:
  - a. Maintaining the cleanliness of the bathroom(s) throughout the day (sink, toilet, floors, paper towels, and soap).

- b. Ensuring that children follow proper handwashing procedures.
  - c. Supporting children with personal hygiene activities such as covering a cough or sneeze.
  - d. Changing soiled clothing, as needed.
6. Care for children who are napping.
  7. Dust materials and wash shelves once a week or more frequently, if needed.

### **Qualifications of a Successful Candidate**

- Possess, at minimum, a high school diploma (Bachelor's degree preferred)
- Successful completion of the AMI Montessori Orientation course (or a commitment to completing it)
- Have at least 1 year of experience working with children
- Have a firm commitment to upholding the school's mission
- Demonstrate an ability to work as part of a dynamic and diverse team
- Possess (or express a willingness to get) current CPR and First Aid certification
- Commitment to comply with all continuing education requirements