



Position: Montessori Teacher Assistant

Description: Willow Oak Montessori is a collaborative community of professionals passionate about engaging every child in an inspirational and equitable individualized learning journey. The **Montessori Teacher Assistant** will work with the Lead Teacher(s) to facilitate a supportive, responsive, and developmentally appropriate learning environment for all students. The Teacher Assistant will follow cues from the Lead Teacher and take initiative in offering assistance where it is needed, with the ultimate goal of helping to ensure that our school is a safe, happy, and comfortable place for all students to learn.

Employment Classification: Instructional Support

Contract Type & Term: 40 hours/week; 10 months (mid-August through mid-June)

Reports To: Head of School

Requirements:

- High School Degree
- Adaptable, proactive, and positive nature
- Availability that corresponds to scheduled classes
- Basic understanding of and interest in the Montessori philosophy

Strongly Preferred:

- Associate's or Bachelor's Degree
- Experience working in a classroom setting
- Previous Montessori experience

Preferred:

- Teaching license/certificate
- CPR and/or First Aid certification

Key Responsibilities:

Instruction

- Collaborate with the lead teacher to support students' needs in all areas - physical, emotional, social, and intellectual.
- Support the lead teacher in reinforcing classroom agreements and work expectations in a positive manner throughout all parts of the day.
- Support the lead teacher with lesson preparation, material making, work checking, and record keeping.
- Review lessons with students on a one-on-one basis or in small groups.
- With the guidance of the lead teacher, support students who need special accommodations and modifications to access the curriculum.
- Assist in maintaining clean, orderly, and safe learning environments.

- Participate in team meetings, faculty meetings, parent meetings, and coaching meetings.
- Assist the lead teacher in communicating with families and conducting conferences/parent meetings.
- Perform other duties as required or assigned.

Parent relations

- Establish effective working relationships with students, families, and the community. Maintain regular communication with parents through email, classroom newsletters, semi-annual parent conferences, and phone calls.
- Respond to communications from parents within 24 hours.
- Participate in the planning and delivery of parent education events and field trips.

Professionalism

- Collaborate with colleagues to mentor and support one another to improve teacher effectiveness and student performance.
- Maintain a professional attitude toward students, parents, faculty, and the community.
- Maintain confidentiality regarding all children, families, faculty, & the school as stated in the Willow Oak Montessori confidentiality agreement.
- Comply with all policies and procedures included in the personnel handbook, student handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society code of ethics and the code of ethics for North Carolina educators.
- Engage in a continuing education program of study and Montessori Coaching School-Wide Model.

To apply: Email your resume to careers@willowoakmontessori.org and fill out our online application at www.willowoakmontessori.org/career-opportunities.