

**MONTESSORI AUXILIARY ASSISTANT, year-round schedule, two openings**

Greene Towne Montessori School, located in Center City, Philadelphia, is dedicated to providing a stimulating learning environment for children ages 18 months through 9 years, consistent with the values and principles developed by Dr. Maria Montessori. Greene Towne Montessori School instills in young children an understanding of learning as a personal process, a sense of agency in building self and community, and the joy of possibility.

The Greene Towne Montessori School Auxiliary Assistant provides classroom support in response to changing needs each day. Duties include organizing activities for children; substituting as needed; supporting lunch, recess, and nap; guiding children in their work; replenishing materials; cleaning and disinfecting the classroom and helping children with transitions moving through the building and up to the rooftop play deck. The Auxiliary Assistant reports to the Head of School, Montessori Director/Dean of Faculty, Senior Administrative Assistant or Lead Teacher as assigned. This position requires flexibility and a broad range of skills, with energetic adaptability to changing needs each day and provides an excellent experience for those who are looking to explore Montessori early childhood education.

Greene Towne Montessori School values diversity as part of its mission, provides equal employment opportunity, and does not discriminate against any employee or applicant for employment because of race, color, national origin, disability, ancestry, citizenship, religion, age, gender, sexual orientation or any other characteristic protected by law.

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- Qualifications: Early Childhood classroom teaching experience is required. Greene Towne Montessori School is seeking individuals that have a love for children, possess a growth-mindset, are organized self-starters, and are flexible and sensitive to the needs that arise in the life of an active school.
- Competitive compensation and benefits, three weeks' paid vacation in addition to school holidays.
- Regular professional development in areas including Montessori methodology, diversity equity and inclusion work, and communication skills.
- Community: Our programs aim to meet the diverse needs of the children and families we serve. Our urban location allows us to take advantage of Philadelphia's cultural and educational opportunities.
- To apply: Email letter of interest, resume, and contact information for three professional references, to Emily Bittner, [ebittner@gtms.org](mailto:ebittner@gtms.org)
- Position start date: Flexible.