MERCY MONTESSORI
Job Description

Come work with an amazing team of educators at the oldest Montessori elementary school in Cincinnati. We are a vibrant and supportive community that nurtures the whole child … and the whole adult! We've been named a top workplace for eight years running.

Job Title:	Preprimary (ages 3-6, PK3-K) Assistant Teacher
Job status:	Part-Time (8:05 am - 12:30 pm during school year)
Reports to:	Principal
Starting Date:	August 2026
Salary:	Salary is commensurate with experience, education and credentials, according to the school's established salary schedule for teachers (starting at $24/hr).

I. Purpose: The purpose of the Preprimary assistant teacher is to instruct and support the overall Montessori environment of learners.

II. Qualifications and Requirements

Education Level: Bachelors or Masters, Teaching license and Montessori credential preferred

III. Essential Functions/Skills:

A. Have knowledge of Ohio's Learning Standards
B. Develop curriculum that supports the Montessori method and philosophy
C. Instruct students and provide positive classroom management using methods that support the developmental needs of children
D. Observe student learning to inform instruction
E. Establish a safe, orderly, and prepared classroom environment
F. Collaborate with the Preprimary teaching team and with administration
G. Demonstrate professional and supportive relationships with all students, parents, colleagues and administration
H. Implement research-based individualized teaching methods for students identified with specific learning disabilities
I. Engage in planning and implementation of off-campus field experiences
J. Participate in all activities including nature-based, physically rigorous ones
K. Utilize a variety of electronic platforms for grading, parent communication, and instruction
L. Meet attendance requirements
M. Participate in ongoing professional growth and serve on committees or groups as requested

N. Willing to complete or have up to date training in Child Abuse Recognition, Communicable Disease Recognition, First Aid and CPR
O. Assist in maintaining playground environment
P. Willing to complete and maintain Safe Parish training
Q. Complete an FBI, BCI and Safe Parish Background check

IV. Physical Requirements: Constant hand-eye and mind eye coordination, standing and walking. Repetitive motion with wrists, hands and fingers. Frequent bending, carrying, hearing, lifting and stooping. Ability to travel to any and all places where student activities and instruction take place. This may involve several minutes of walking from one part of the campus to the other. In some instances, such as emergencies, this may need to be done at a rapid pace. Access to various locations within the building, may involve climbing stairs or ramps, opening doors, and negotiating around furniture and tight spaces. Must be able to communicate and demonstrate basic competence in health care, especially in the care of diabetes, asthma and allergies.

V. Other Requirements: Excellent written and oral communication skills. Ability to work with computers for word processing, spreadsheets, data skills.

VI. Working Conditions: Job requires ability to sit and or stand for long periods of time as well as running, stooping and squatting. Possible exposure to communicable diseases, blood, bodily tissue and fluids. Work is conducted in a controlled comfortable indoor environment and typically ranging weather in outdoor environment. Exposure to chemicals and fumes is a possibility.

VII. Other Skills: Kindness, respect of others, willingness to help out with other school tasks as needed - the children's needs come first

Note: The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

Please submit a resume, cover letter, statement of educational philosophy, and three professional references to Kristin Weiss: kweiss@mercymontessori.org

Mercy Montessori is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Learn more here: mercymontessori.org/discover/deib/

Find out more about our school at www.mercymontessori.org