



City Garden Montessori School Assistant Guide - Elementary

The City Garden Montessori School Elementary Assistant Guide is a vital support role within the classroom community. Under the supervision of the Lead Guide, this position requires love, patience and respect for children. Reporting to the School Principal, the Elementary Assistant Guide's role is to provide guidance and continuity for an instructional program delivered with both Montessori and an anti-bias/anti-racist pedagogy.

The Elementary Assistant Guide will collaborate with the Lead Guide to prepare and maintain an orderly, attractive, and joyful environment. They provide another pair of observant, attentive eyes and ears to the classroom. Assistant Guides are also crucial in modeling courteous and respectful behavior as well as contributing to the warm, supportive, and calm atmosphere that is the hallmark of an authentic Montessori environment.

Responsibilities

Provide Support to the Lead Classroom Guide

The Assistant Guide helps the Lead Guide provide instruction that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child.

- Manage the classroom in such a way that protects that lessons given by the Lead Guide
- Encourage the students to be independent and model for them appropriate manners and behaviors.
- Work with individual children or small groups as directed by the Lead Guide
- Supervises students in the hall, lunchroom, playground, and/or extended day programming
- Maintains behavior management strategies aligned to the Montessori context
 - self-discipline
 - independence
 - responsibility
 - grace and courtesy
 - respect for others
 - care of environment
 - care of self
 - community building
- Assists in preparation/production of instructional materials
- Works with the Lead Guide to develop classroom schedules, modify materials
- Assists Lead Guide in observing, recording, and charting behavior

Assist in the Maintenance of the Classroom Environment

The Assistant Guide helps the Lead Guide to prepare, maintain, and enhance the learning environment.

- Assists in establishing and maintaining the Montessori classroom culture, paying particular attention to the needs of the students
- Prepares and maintains the environment, observes behaviors, models grace and courtesy, preserves and protects lessons, and assists in the development of independence
- Engage students within the classroom by interacting and thinking about what is happening around them
- Cleans the classroom and replenishes materials and supplies

Assist in Data Collection and Record Keeping

The Assistant Guide helps the Lead Guide to complete and maintain all records, reports, evaluations, and inventories of student records and tests in a timely manner as may be required by the school. They will participate in training related to data collection and assessment.

- Gather written observations and input them in student lesson plan system and assessment systems
- Discuss performance, behavior, and community wide observations with lead teacher and other teaching staff

Related Duties

- Takes an active role in developing City Garden as an institution of learning
- Participates in weekly staff meetings, school events, and conferences
- Keeps information confidential
- Is professional and positive in all dealings with students and parents
- Participates in school functions when requested by the Principal, including but not limited to Open Houses, Transition Nights, Curriculum Nights, Parent Orientations and the Family Field Day
- Responsible for reading the employee handbook and adhering to the guidelines and policies as established in the employee handbook

Qualifications

- Possess a minimum of an Associate's degree, Bachelor's degree highly preferred
- At least 2 years classroom experience, preferably in a public or urban setting
- Have demonstrated ability to work effectively under the direction of others
- Have demonstrated ability to work cooperatively with others
- Have willingness to assume any responsibilities appropriate for the position
- Ability to adapt to the changing needs of children and the school environment
- Demonstrated commitment to equity and anti-biased/anti-racist principles
- Strong written and verbal communication skills
- Exemplary organizational skills

Environment

Working Conditions

Indoor school environment, with the majority of work performed in a classroom setting. Required to be outdoors during playtimes and outdoor education time throughout the year.

Physical Demands

Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain student records files. Nature of work requires an ability to operate standard office equipment (telephone, computer, printer/copier). Have the ability to stand, bend, reach high and low, stoop, and walk around, sit on floor for periods of time. Be capable of physically assisting students as required (positioning, lifting, transferring, restraining, etc.), up to 60 lbs. on a daily basis.

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.