



Position: Elementary Teacher Assistant (1st-3rd grade or 4th-6th grade)

Contract Type and Term: Full-Time, 10 months (mid-August to mid-June)

Compensation: \$35,077 - \$40,513

Start Date: August 17, 2026

Reports To: Director of Education & Lead Teacher

Description: Willow Oak Montessori is a collaborative community of professionals passionate about engaging every child in an inspirational, equitable, and individualized learning journey.

As a **Teacher Assistant**, you will partner with the Lead Teacher to foster a safe, joyful, and inclusive environment. We are looking for a proactive individual who takes initiative, anticipates classroom needs, and is dedicated to ensuring our school is a comfortable place for all students to thrive.

Core Responsibilities

- **Student Support:** Cultivate a nurturing environment that addresses the physical, emotional, social, and intellectual needs of every student.
- **Classroom Management:** Support the Lead Teacher in reinforcing classroom agreements through positive guidance and maintaining a clean, orderly "prepared environment."
- **Community & Equity:** Build authentic relationships with students and families, with an understanding of dismantling barriers for traditionally disempowered populations.
- **Professional Growth:** Engage in ongoing coaching, self-reflective practice, and continuing education to improve teacher effectiveness and student outcomes.
- **Collaboration:** Participate in faculty meetings, parent education events, and occasional overnight events as requested by the Director of Education.
- **Compliance & Ethics:** Adhere to the AMS Code of Ethics, NC Educator Standards, and all Willow Oak Montessori school policies, including strict confidentiality.

Minimum Requirements:

- High School Diploma (or equivalent)
- Availability that aligns with the full scheduled school day
- A basic understanding of, or a strong desire to learn, the Montessori philosophy
- An adaptable, proactive, and positive disposition

Preferred Qualifications:

- Associate's or Bachelor's degree
- Valid Teaching License or Montessori Certification
- Previous experience in a Montessori or upper elementary setting
- Current CPR and/or First Aid certification

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