

Montessori Assistant Guide Job Description

Position Summary

The Montessori Assistant Guide works closely with the Montessori Lead Guide to support the social, emotional, physical, and intellectual development of each child in the classroom. The Assistant plays a vital role in maintaining the prepared environment, guiding children toward independence, and modeling respect, patience, and collaboration. This role requires flexibility, attentiveness, and a strong commitment to Montessori philosophy and child-centered learning.

Essential Duties and Responsibilities

Support of Montessori Philosophy and Practice

- Assist the Lead Guide in implementing Montessori principles in daily activities and classroom routines.
- Model grace, courtesy, respect, and peaceful conflict resolution for children.
- Encourage children's independence in caring for themselves, their environment, and one another.
- Provide gentle guidance rather than direct instruction, allowing children to learn through exploration and discovery.
- Maintain consistency in routines and expectations to foster security and confidence in the classroom.

Classroom Environment and Materials

- Help prepare and maintain a clean, organized, and attractive Montessori classroom.
- Ensure materials are complete, functional, and arranged in an orderly manner on shelves.
- Assist in creating a safe, warm, and welcoming environment that reflects Montessori values.

- Support children in caring for the classroom and outdoor environment (e.g., plants, animals, materials).
- Observe and track children's use of materials, reporting to the Lead Guide as needed.

Observation and Child Guidance

- Observe children's work and interactions respectfully without unnecessary interference.
- Recognize when to step in with redirection, encouragement, or support while preserving the child's independence.
- Support children during transitions such as arrival, dismissal, meals, and outdoor play.
- Assist with managing group dynamics, helping children resolve conflicts peacefully.
- Maintain confidentiality regarding student progress, family matters, and classroom issues.

Collaboration and Teamwork

- Work collaboratively with the Lead Guide to support the needs of the classroom.
- Share observations and insights with the Lead Guide to help inform lesson planning and record-keeping.
- Participate in regular team meetings and contribute positively to discussions and planning.
- Provide coverage for the Lead Guide or other staff when necessary.
- Maintain professional relationships with colleagues, children, and families.

Family and School Community Support

- Greet children and families warmly each day, building trust and connection.
- Communicate with parents in a supportive, respectful manner, deferring academic or developmental concerns to the Lead Guide.
- Participate in school events, parent education evenings, and community activities as requested.

- Represent the school's mission and Montessori values both inside and outside the classroom.
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Qualifications and Requirements

- High school diploma or equivalent required. Associate's or Bachelor's degree in Education, Child Development, Psychology, or related field preferred.
 - Montessori training or interest in pursuing training strongly preferred.
 - Prior experience working with young children in a classroom, daycare, or educational setting.
 - Ability to communicate effectively with children, families, and colleagues.
 - Patience, flexibility, empathy, and a genuine love for working with children.
 - Commitment to ongoing professional growth and learning.
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Professional Conduct

- Maintain a positive, professional, and respectful demeanor at all times.
- Follow school policies, procedures, and code of ethics.
- Participate in professional development opportunities and in-service training.
- Support the mission, vision, and philosophy of the Montessori program.