



Assistant Teacher Job Description Early Childhood and Elementary

General Responsibilities:

Adhere to the Teacher Assessment Guide for the level they are working in, the Lakeland Montessori Management Policy Manual, the Satisfactory and/or Exemplary Standards of the Essential Elements Rubric, the Lakeland Montessori School Blueprint, and all duties, guidelines, policies, and procedures set forth by the Principal and Lakeland Montessori's Governing Board. Any subsequent revisions to the documents will be supported and adhered to as well.

- The assistant is responsible to the lead teacher and will assist in establishing and maintaining a harmonious classroom.
- Will help establish and maintain Montessori classroom culture, paying particular attention to the needs of students.
- Carefully observe and keep records of each student's individual progression through the classroom always being available to offer gentle guidance.
- Participate in weekly level team meetings.
- Participate in weekly classroom meetings.
- Participate in all school events during contracted work hours.
- Participate in all school-wide and/or professional development

Responsibilities to the Lead Teacher:

- To assist the lead teacher with the children's learning and understanding of the Montessori materials.
- To be informed and carry out duties as assigned by the lead teacher
- To be familiar with the Family Handbook.
- To inform the lead teacher of any classroom difficulties, including discipline, health, equipment needs, repair and maintenance.
- To meet with the lead teacher to discuss goals for the class and individual students.

Responsibilities to the Children and Parents:

- Keep information confidential.
- Be professional and positive in all dealings with children and parents.
- Share all information from parents with the lead teacher.

- Allow the children to be as independent as possible and try not to be an obstacle in their growth.

Responsibilities to the Classroom:

- Clean-up of the classroom. Ensuring that it is always tidy.

Hours:

8:00 am–4:00 pm including an unpaid half-hour lunch break for 190 days (180 school days plus teacher work days), on the LMS school calendar, including all subsequent revisions.

Requirements:

Assistant teacher must meet the following basic requirements:

- A clear record through fingerprinting and ability to pass drug screening.
- Have the physical capacity to work with pre-school/Kindergarten aged children.
- Bachelor's Degree preferred and required in order to be considered for growing into an assistant teacher/intern in the future.

Training Required:

NCMPS Assistant Teacher Course--required by Essential Elements Rubric

Youth Mental Health First Aid Training

All other trainings required of all school staff

Additional duties as assigned by the Principal