

Job Title: Teacher Assistant

Reports to: Classroom Directress/Director and Administrator

Compensation: Hourly (determined by Board of Directors)

Qualifications: High School Diploma, demonstrate ability to work with students, able to take direction and to complete tasks, willingness to be trained in Montessori philosophy, must be able to work in a team environment, some experience in an educational setting is preferred, must pass background check

Responsibilities:

- Greet and dismiss students in car line
- Diaper Changes (Toddlers and Before/After school care)
- Assist in bathroom if required (ie. in event of accident) with dressing
- Supervise students on the playground
- Assists in cleaning, preparation and maintenance of classrooms at the beginning of school and end of school year (possible mid-year)
- Works with Directress/Director to prepare environment before class
- Maintains order and cleanliness of environment daily
- Assists Directress/Director during class time by redirecting students to work and aiding students who need help
- Substitutes for teacher in cases of illness or absence
- Supervise and help with lunch routines
- Help keep classroom neat during and after class sessions
- Refill classroom supplies as needed
- Help with snack
- Share responsibility for the daily safety, well-being and supervision of students
- Demonstrate respect, kindness with all students, staff and families
- Attend and participate in staff meetings, some school events such as Welcome Back night, Annual Gala, Open Houses, field trips and training opportunities
- Reports accidents and concerns immediately to the Directress/Director or Administrator
- Help make materials and plan activities as directed by Directress/Director
- Provides direct instruction and/or remedial as directed by Directress/Director
- Assists Directress/Director in any other tasks as may be needed to develop a stimulating and orderly class environment

Montessori Academy is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, age, marital status, citizenship status, national or ethnic origin, and any other protected status.