



JOB DESCRIPTION

JOB TITLE: ASSISTANT TEACHER

Job Scope and Purpose

The responsibility of the Assistant Teacher is to aid the Head Teacher in all phases of the classroom activities. The role of the Assistant Teacher is to maintain the prepared classroom environment such that children may engage in self-directed learning. The Head Teacher and the Assistant work as a team to provide an authentic Montessori experience where children grow socially, emotionally, and academically. Positive Discipline and effective classroom management skills are critical to be successful in this position.

A successful Assistant must be calm, confident and firm but gentle, and respectful of the children. They must always be observant of what is happening throughout the classroom, even when working with children on an activity. The assistant must be committed to learning about and practicing the Montessori philosophy and passionate about our mission.

Our mission at KMS is to provide children with an educational program rooted in Dr. Maria Montessori's philosophy that nurtures a love of learning and fosters respect for self, others and the environment.

Duties and Responsibilities

- Engage positively and professionally with staff and families, models behavior for children
- Observes and provides student assistance as necessary throughout the day and supports documentation of student needs
- Maintains a peaceful and prepared environment to foster student directed learning
- Maintaining the clean and attractive learning environment associated with the Montessori philosophy according to daily and weekly cleaning schedules
- Responsible for supervising students in the absence of the Head Teacher, including lunch and/or recess duties
- Communicate effectively with the Head Teacher regarding classroom management and all aspects of student performance.
- Read and adhere to the guidelines of the Staff Handbook
- Attend and participate in school functions, including monthly staff meetings, parent workshops
- Complete and document all required Professional Development and training to support KMS certifications and affiliations



- Assist the Head Teacher in planning regular field trips to enrich the classroom learning experience, including regular opportunity working outside in nature.

Skills and Qualifications

- The ideal candidate will be engaged in the culture and community at KMS, passionate about working with children, flexible in doing what is needed to meet the needs of the day, and open to feedback and growing with our school.
- Experience working with children is a must, education in child development is preferred.
- Candidates should expect to crawl, sit, kneel, go outside in varied terrain and weather, and carry up to 50 lbs.
- CPR, First Aid, and Mandated Reporter training are required. Training can be arranged for candidates who do not hold these qualifications.
- Hires new to Montessori are required to complete a two-day assistant training program before starting as well as a positive discipline training.
- All members of the KMS team are positive ambassadors of our school community.

The Assistant Teacher position is full-time and may include work in the Before or After Care Enrichment Program. Estimated 37.5 hours per week with flexibility around special events and busier seasons.