

Job Description

Title: Assistant to a Montessori Teacher

Reports to: Lead Teacher

Based at: Lake Country Montessori School, Hartland, WI

Compensation: Will be paid at an hourly rate based on experience.

Job purpose:

Reports to and works with the classroom lead teacher. Responsible for assisting the lead teacher with the general supervision and management of the class.

Qualifications:

Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with Montessori philosophy. Must be at least 18 years old and meet the requirements of the licensing agencies and / or accreditation organizations.

Minimum Educational Requirements:

Must have a High School Degree or GED or equivalent. Have or be willing to receive certification as a Montessori assistant.

Work Hours:

School Year (September to May) Monday to Friday: 8:00 am till 1:00 pm

Summer Holidays: Summer School hours as needed.

Skills:

- be a mature individual
- have knowledge of developmentally appropriate practices in early childhood
- have the ability to conform to an established work schedule
- have effective interpersonal skills
- have the ability to communicate in a concise and effective manner
- have the ability of understand and follow instructions precisely
- have the ability to exercise tact, discretion and confidentiality

Key responsibilities and accountabilities:

- To assist the lead teacher in the preparation and maintenance of the prepared Montessori environment as directed
- To keep the classroom environment clean, neat and orderly with regular light cleaning

- To keep classroom materials freshly stocked for the children's use, such as paper, sharpened pencils, etc.
- To guide the children to their work
- To keep an inventory of supplies needed and to maintain a proper storage area for all supplies
- To prepare classroom materials and to repair materials, with guidance from the lead teacher
- Help with children's arrival
- To assist the children when they have accidents of a personal nature, using a high standard of personal hygiene
- To assist with the supervision of the children outdoors, when needed
- To help prepare the snack for the day
- To have knowledge of basic first aid procedures and assist the children in this matter when needed
- To help maintain current and accurate classroom records concerning the children
- Must have the ability to communicate with lead teachers, assistant teachers, childcare worker, parents and board members to ensure the child's best interest.

Physical Requirements:

Must have the ability to:

- Lift up to 40 lbs.
- Repetitive bending, stretching and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Lead outdoor activities in all seasons
- Perform light snack preparation and light duty cleaning