



# SPRUCE TREE MONTESSORI SCHOOL

## JOB DESCRIPTION

Position: **Children's House Teacher Assistant**

Status: Full-time, exempt, year-round school year

### **Job Summary**

Provide sound educational leadership to students; assist with all aspects of the Children's House classroom, including set-up, organization, maintenance, safety; assist with lunch and playground duty according to staff schedule; assist the Lead Children's House Teacher with materials/lessons preparation, cleaning/dish-washing, and other projects as needed; assist with classroom management including redirection; promote the mission of Spruce Tree Montessori School; perform job duties herein and at the direction of the Lead Children's House Teacher or Head of School.

### **Job Qualifications**

- BS or BA degree, or progress toward degree
- Interest in or progress toward Montessori teacher training, Early Childhood (3 - 6)
- Experience in a classroom or with children in youth sports, youth organizations or equivalent
- Experience with classroom set-up and materials organization or equivalent
- Excellent customer service and parent relationship skills
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, Publisher, Photoshop, etc)
- Efficient time management skills
- Team-oriented demeanor; ability to be flexible
- Ability to work full-time (not less than 40 hours per week), during the school year, with some overtime necessary to accommodate operational needs, for classroom preparation, for presence at school events/activities, and attendance at community events for public relations

### **Job Duties**

All of the below duties shall be performed under the direction of or in consultation with the school director:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent Handbook and Employee Handbook.
2. Function as a facilitator of learning; a resource person, educational guide, role model, demonstrator, and meticulous observer and recorder of student behavior and growth.
3. Support the development of students academically, socially, emotionally and physically.
4. Assist with the design, set up and maintenance of a classroom environment that is safe, clean, academically stimulating, inspiring and fun.
5. Establish an environment where respect, acceptance and trust between student and teacher allow creativity to flourish.
6. Become well-versed in classroom work materials and utilize them appropriately under the direction of the Lead Children's House Teacher.
7. Assist with preparations to ensure that the classroom environment provides the resources necessary for exploration and discovery in a pleasant atmosphere.
8. Assist with the redirection of children as needed so as not to distract other students.
9. Follow lesson plans, as directed by the Children's House Lead Teacher, with age-appropriate scope and sequence outlines for all academic subjects.
10. Assist with the creation of materials that stimulate interest and involvement with an emphasis on the sensory aspect of the experience, with opportunities for both verbal and non-verbal modes of learning.
11. Follow level-appropriate standards for work productivity and follow-up for students in all subjects according to student work pace and ability.
12. Work collaboratively with all Spruce Tree Montessori staff to engage student interest, create, develop and implement topic extensions, special lessons, celebrations, and/or multi-classroom/all school assemblies or celebrations.
13. Share and discuss child behavioral and/or learning challenges with all Spruce Tree Montessori staff in order to best remedy said challenges.
14. Attend the annual Spruce Tree Montessori Parent Orientation, team, level and staff meetings.
15. Assist with parent outreach and community public relations by occasionally attending/ conducting "Montessori Monday" workshops, attending school-sponsored events and occasionally attending local Chamber of Commerce Meetings; attend other community events determined to be in line with the school's mission.
16. Work in coordination with the Head of School, Elementary Teachers, Lead Children's House Teachers and/or parents for developing accurate cultural programming lessons to include assemblies, educational celebrations, activities and/or work materials respectful to religious freedom and exposure.

17. Foster healthy parent morale through frequent, thorough communication.
18. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
19. Perform other duties as assigned by the Head of School.