



# SPRUCE TREE MONTESSORI SCHOOL

## **JOB DESCRIPTION**

Position: **Elementary Teacher Assistant / Associate (DOE)**

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

### **Job Summary**

Provide sound educational leadership to students; assist elementary lead teachers with the management of all aspects, including but not limited to, the set-up, organization, maintenance, safety and security of the elementary environment; academic lesson planning, lesson presentation as assigned, academic conceptual follow-up, repetition, student observation and assessment, and determination of mastery; support the implementation of an elementary program curricular scope and sequence aligned with Alaska State Standards using Montessori materials and philosophy to inform all subject areas, collaborate with other elementary and school support staff for best practices of classroom and behavioral management; provide input for academic intervention and behavioral intervention and support; support developmentally appropriate implementation of a multi-aged elementary (1st - 6th grades) curriculum; apply the Montessori philosophy to all aspects of the program to include academics, social-emotional learning, practical life and communication skills, enrichment activities, community service, field trips and assemblies; collaborate with the Elementary Teachers and Children's House Program staff for community building, mentorship and cross-level academic support; promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; and perform job duties as listed in this job description.

### **Job Qualifications**

- Bachelor's or Associate level degree in Education or related field, or equivalent experience
- Interest in or progress toward Montessori teacher training, Early Childhood or Elementary level
- Experience in a classroom or with children in youth sports, youth organizations or equivalent
- Experience with classroom set-up and supplies/materials organization
- Excellent customer service and parent relationship skills
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, email, etc)
- Efficient time management skills
- Team-oriented demeanor; ability to be flexible
- Ability to work full-time (approximately 40 hours per week), during the school year, with some overtime necessary to accommodate operational needs, for classroom/lesson preparation, to attend whole staff and team meetings, for presence at school events/activities, and attendance at community events
- Ability to lift and carry a child of an approximate maximum weight of 50 pounds

## **Job Duties**

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

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. Encourage and model collaborative problem solving between students, and between students and teachers and/or support staff aligned with the Spruce Tree Montessori School Collaborative Disciplinary Guidelines. (document available for review)
7. Implement the Elementary level Disciplinary Guidelines, and consistently apply the strategies outlined within in order to best serve each individual child.
8. Promote a playground culture respectful of creative individual, pair, small group and whole group activity; apply best practices as outlined in the Spruce Tree Montessori Employee Handbook related to playground safety.
9. Support meal time manners and behavior and help to establish a socially engaging lunchtime routine; assist support staff as needed in order to ensure consistent oversight of students during the lunch and recess hour.
10. Become well-versed in classroom work materials and utilize them appropriately under the direction of the Elementary Teachers. (training and orientation provided)
11. Assist with preparations to ensure that the classroom environment provides the resources necessary for exploration and discovery in a pleasant atmosphere, including daily reset/organization of supplies and materials, lesson material preparations as assigned, and other creative projects as planned.
12. Assist with the redirection of children as needed so as not to distract other students and as a support to the Lead Teachers so that planned lessons can be presented according to schedule.
13. Monitor developmentally-appropriate expectations for lower and upper elementary work productivity and student achievement (as set by the Elementary Lead Teachers) with a focus on process and the achievement of flow.
14. Inspire productivity and student achievement through strategies that encourage the completion of daily and weekly work goals via positive reinforcement and engaging, interest/inquiry-based opportunities that cultivate a child's natural desire to learn.
15. Follow the child. If/when behavioral or academic tendencies fall short of expectations, observe. Figure out what the child needs: resources, time, support, intervention, accommodation, different materials or supplies, and/or other. Communicate and collaborate with the Elementary Teachers, Counselor and/or Head of School to serve the individual child.
16. Follow lesson plans, under the guidance of the Elementary Lead Teachers, according to developmentally-appropriate scope and sequence outlines for all areas of the classroom.

17. Present follow-up assignments and lesson extensions in small groups and via one-on-one tutorials as needed or assigned.
18. Present lessons, demonstrations and other classroom activities under the guidance of the Lead Teachers. (training and orientation provided)
19. Follow level-appropriate standards for work productivity and follow-up for students in all subjects according to individual student work pace and ability.
20. Assist with the creation of materials that stimulate interest and engagement with an emphasis on the sensory aspect of the experience, with opportunities for both verbal and non-verbal modes of learning.
21. Assist with the planning of Field Trip & Guest Speaker/Assembly opportunities; i.e. logistics, permissions, transportation plans, and other coordination details for elementary field trips and/or guest speaker assemblies with the goal of two per session throughout the year.
22. Support the implementation of an art program for all ages in which students learn new art techniques across various media, with opportunity to refine previously learned skills.
23. Work collaboratively with the Spruce Tree Montessori team to engage student interest; create, develop and implement topic extensions, special lessons, celebrations, and/or multi-classroom/all school assemblies or celebrations.
24. Share and discuss child behavioral and/or learning challenges with the Spruce Tree Montessori team in order to best remedy said challenges.
25. Provide social-emotional and behavioral guidance to students in small group and one-on-one sessions with respect to the Montessori philosophy in collaboration with the Lead Teachers, Educational Counselor, and Head of School.
26. Observe and evaluate students; provide feedback to Lead Teachers related to child development and assist with formal record keeping within the school's electronic classroom management system (Montessori Compass); training provided.
27. Attend calendared core events, team, level, whole staff, parent partnership meetings, and parent-teacher conferences as invited.
28. Assist with parent outreach and community public relations by attending/conducting "Montessori Monday" workshops, attending school-sponsored events and occasionally attending local Chamber of Commerce Meetings as invited; attend other community events determined to be in line with the school's mission and commitment to community service.
29. Work in coordination with the Head of School, the Elementary Teaching Team 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.
30. Foster healthy parent morale through frequent, thorough communication.
31. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
32. Perform other duties as assigned by the Head of School.