



MONTESSORI CASA  
INTERNATIONAL

## Assistant Teacher Job Description

### General Responsibilities:

- The assistant is responsible to the lead teacher and will assist in establishing and maintaining a harmonious classroom.
- Will help in establishing and maintaining Montessori classroom culture, paying particular attention to the needs of students.
- Carefully observe and keep records on each student's individual progression through the classroom always being available to offer gentle guidance.
- Participate in weekly staff meetings.
- Participate in all school events and conferences.

### Responsibilities to the Lead Teacher:

- To assist the lead teacher with the children in their learning and understanding of the Montessori materials.
- To be informed and carry out duties as assigned by the lead teacher
- To be familiar with the Parent's Handbook.
- To inform the lead teacher of any classroom difficulties, including discipline, health, equipment needs, repair and maintenance.
- To meet with the lead teacher to discuss goals for the class and individual students.

### Responsibilities to the Children and Parents:

- Keep information confidential.
- Be professional and positive in all dealings with children and parents.
- Share all information from parents with lead teacher.
- Allow the children to be as independent as possible and try not to be an obstacle in their growth.

### Responsibilities to the Classroom:

- Clean-up of the classroom. Ensuring that it is always tidy.



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**Dress:**

- Professional attire; no sweats, jeans, clothing with holes, etc. Be prepared to sit on the floor and avoid jewelry that can be a distraction to the children.

**Absence:**

Notify the lead teacher as soon as possible so that a substitute can be organized and let the Director know.

**Hours:**

7:30am – 4:00pm including a half hour lunch break.

**Requirements:**

Assistant teacher must meet the following basic requirements:

- In training to receive a Montessori International Diploma.
- CPR/First Aid certification
- A clear record through fingerprinting
- Have the physical capacity to work with pre-school/Kindergarten aged children.
- Keep up with professional development – 15 hours per school year.