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.
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.