



## Montessori Class Assistant

The Montessori Class Assistant is an essential member of the CMS staff and actively contributes to a positive work environment for all. The Assistant is supervised by the Classroom Guide and, like all CMS staff, is accountable to the Executive Director. The performance of the Assistant reflects the mission, goals, and objectives of CMS, as set by the Executive Director and Board of Directors. The Assistant performs the following responsibilities & obligations:

### Employment Qualifications & Requirements:

- High school diploma or the equivalent. College or some college preferred
- Experience working in a school or child-care setting
- Familiar with core Montessori principles and practices and has a general understanding of child development
- Meets all local, state, and national requirements for working with children, including but not limited to a background check and current CPR/First Aid certification
- Has the joy and physical capacity to work with children.

### Key Responsibilities:

- Understands the mission, policies and procedures of CMS, as communicated in staff training, employee and parent handbooks, and other school communications. Adheres to and represents these to students & families in a positive professional manner.
- Assists the Guide in establishing a harmonious learning environment for students.
- Shares responsibility for the safety & well-being of the students in the class.
- Shares responsibility for the preparation and maintenance of the class environment, both indoors and outdoors, as directed by the Guide.
- Respects the confidentiality and privacy of students, families, and CMS staff.

### Specific Duties:

- Assists the Guide in ensuring appropriate student behavior, both inside and outside the classroom, throughout the school day
- Establishes positive relationships with children, characterized by respect and goodwill
- Observes students and takes notes on their activities, lessons received, and interactions with others. Communicates with the Guide as needed and maintains an awareness of what the students have had lessons on and are working on daily.
- Informs the Guide of any difficulties or concerns regarding students.
- Actively protects and preserves the Guide's lessons by assisting and/or redirecting students during that time
- Shares responsibility for daily attendance recording and is always aware of what students are present
- Continuously scans the room and/or outdoor space to maintain an awareness of student & adult activities. Remains alert to students and is ready to support them as needed.
- Employs positive discipline techniques, sets reasonable boundaries and expectations with an emphasis on kindness and empathy.
- Encourages persistence, independence, and child-led problem solving. Views mistakes as opportunities to learn.

- Shares responsibility for the preparation and maintenance of the class environment, both indoors and outdoors, as directed by the Guide.
  - Daily tasks may include refiling supplies, straightening & cleaning shelves, and disinfecting or preparing classroom materials. The specific needs of the class community will be communicated by the Guide.
  - Safe environments are a priority at CMS and the Class Assistant is expected to monitor and ensure that spaces are safe for students.
  - Actively assists the Guide and students in keeping the classroom tidy, organized, clean, and free of clutter.
- Protects the concentration and harmonious collaboration of the classroom work period and assists with the development of independence in their students.
- Report any accidents, incidents, or illnesses immediately. Ensures the Guide is aware of these occurrences. Follows CMS procedures for handling and documenting such occurrences.
- Refers parent questions, concerns, and communication to the Classroom Guide.
- Regular attendance and punctuality are expected to ensure the smooth operations of the classroom community. CMS staff are expected to be on time and to follow school procedures for clocking in and out, regularly and without reminders.
- Comes to work with a positive outlook and respectful manner. Resolves differences with other staff member according to the procedures and policies of CMS. Informs their Guide and/or Executive Director of any personal or professional difficulties with children, parents, or staff.
- Attends staff meetings, trainings, and other school events as required