

Montessori School of Evergreen (MSE) is a non-profit day school serving students Toddler to Eighth Grade. MSE is dedicated to its mission of inspiring a lifelong love of learning in each student through meaningful, dynamic, and innovative experiences. MSE is fully accredited by both the American Montessori Society and the Association of Colorado Independent Schools.

MSE is looking for a part-time Primary Floater Assistant. There is an opportunity for the position to be full-time if aftercare is included.

The following outline is intended to be a list of basic responsibilities for the Assistant Teacher position at MSE. Duties include, but are not limited to, the written contents of this document.

Creates a nurturing, respectful, and safe learning environment (together with the Lead Teachers) that responds to the needs of each student.

- Creates materials and gives individual and small group lessons as directed by the Lead Teacher.
- Assist in maintaining the curriculum under the direction of the Lead Teachers in accordance with Montessori School of Evergreen's curriculum guidelines and best practices.
- Supports Lead Teachers in the process of developing and sharing classroom activities to meet developmental and academic objectives.
- Uses constructive feedback from the Lead Teacher and Director to improve the classroom environment.
- Develops, maintains, and implements a classroom maintenance schedule with Lead Teacher, including but not limited to items such as cleaning the shelves and materials and repairing materials.
- Assists in planning class events.
- Maintains a positive attitude and open communication with Lead Teachers.
- Develops a plan with the Lead Teacher for sharing class preparatory responsibilities.
- Assists students in the transition to, and operation within co-curricular classes and other school programs, including supervision of students for off campus activities
- Uses constructive feedback from Lead Teacher to improve teaching, curriculum, classroom environment, and addresses individual student needs.
- Participates in scheduled meetings with the teaching team to discuss/review classroom environment, students and create plans.
- Obtains training in Montessori Philosophy as well as lessons that the Lead Teacher trains the assistant to deliver. Observes the Lead Teacher to be sure that lessons are given accurately.
- Support classroom while full time employees are on break.
- Support for transitions and nap time.
- Provide after-care supervision daily (for full time position)