



Assistant Teacher Job Description

Assistant Teacher/Intern/Substitute Teacher

Overview: The **Assistant Teacher/Intern/Substitute Teacher**, under the supervision of the Lead or Co-Lead Teacher, Education Director and Administration, is expected to establish and maintain a quality educational program by fulfilling the following responsibilities:

Duties: Assistant Teacher/Intern/Substitute duties include, but not limited to, the obligations to:

- a. Follow all School policies and procedures as stated in the **Employee Handbook** and the **School's Rules and Regulations**, as presently existing or as may hereafter be amended.
- b. Be responsible for the safety and physical wellbeing of all students in your charge at all times.
- c. Teach and supervise all students in the Montessori method and curriculum in all academic and specialty areas of study, prepare materials and maintain their cleanliness and good condition/repair.
- d. Assist in the maintenance and cleanliness of the classroom and all shared spaces at school. Follow the guidance of the Lead/Co-Lead teacher and Administration at all times.
- e. Demonstrate the ability to relate joyfully with children.
- f. Exhibit emotional maturity and stability.
- g. Demonstrate appropriate and professional behaviors at all times when in the school building, during classroom outdoor times, and whenever you are in the surrounding school neighborhood. No cell phone use in the presence of children. Be proactive when others are not demonstrating appropriate behaviors.
- h. Address all school (parent, child, team) issues immediately.
- i. Organize work so that daily time is available for recordkeeping, meetings with team members, and with School Directors and parents as deemed reasonably necessary by School.
- j. Be in attendance at all assistant/intern meetings, parent meetings, admissions events, classroom socials, after hour parent sponsored events and attend at least 15 minutes at the end of year picnic. These social events are community building activities. Avoid taking personal days on these scheduled events (picnics, pot lucks, etc.) so you can connect with families and build a sense of community.
- k. Maintain ongoing communication with team members. Share all information given at bi-weekly staff meetings.
- l. Inform the Lead /Co-Lead Teacher of any information given to you by a parent.
- m. Follow the classroom schedule created by the Lead/Co-Lead Teacher consisting of a fair and equitable distribution of job responsibilities for all adults to follow.
- n. Assist and guide all substitute teachers working in your classroom. Inform the Lead/Co-Lead Teacher and Administration if the substitute teacher needs additional assistance.
- o. Review weekly lesson plans with the Lead/Co-Lead Teacher and assist with the written summary of the week, Peek at the Week.
- p. Assist Lead/Co-Lead Teacher with the preparation of and participation with parent conferences at least twice each school year, including two evening conferences as determined by School, at its sole discretion or as requested by parents.
- q. Assist the Lead/Co-Lead Teacher in checking classroom emails, Brightwheel, and telephone messages.
- r. Assist the Lead/Co-Lead Teacher with the organization of notes for, and writing of all ongoing school reports, end of the year summaries and reports required for evaluations by outside agencies for all eligible students in a timely manner.



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- s. Assist Lead/Co-Lead Teacher in the maintenance of current ongoing records (communication logs, conference summary forms, observation notes) on all students in your classroom and have them available for School's review upon request. Maintain the confidentiality of all such records.
- t. Assist Lead/Co-Lead Teacher in the recording of observations of children in the classroom using the required record keeping system provided by the school.
- u. Report any and all accidents immediately and prepare a written report with the Lead or Co-Lead Teacher stating the date, time, and nature of the accident and the action taken.
- v. Child Abuse — any incident of unexplained bruises, cuts, burns, etc., or any suspected child abuse should be reported to the Education Director and Executive Director.
- w. Follow all standards in accordance with the **American Montessori Society**, the **Middle States Commission on Elementary Education**, **ISAAGNY**, **QUALITYstarsNY** and the **NYC Department of Health**.
- x. Perform daily health checks of students
- y. Any additional duties as determined by the Executive Director of the Twin Parks School.