

The Elementary Classroom Assistant St. Peter's Montessori School



Our Mission

St. Peter's Montessori School has offered traditional Montessori education since 1964. We are a mission-based school, dedicated to nurturing intrinsically motivated, compassionate, and curious learners in a Montessori environment. We believe every child is capable of independent thinking, creativity, and meaningful contribution. Our Classroom Assistants play a vital role in supporting this vision, fostering the development of each child while maintaining a prepared, respectful, and engaging classroom community.

Position Overview

The Elementary Classroom Assistant supports the Lead Guide in maintaining a calm, organized, and aesthetically prepared Montessori environment for children ages 6-9 or 9-12 (depending on classroom assignment). The Assistant helps protect the integrity of the work cycle, encourages independence, and contributes to a classroom culture grounded in respect, curiosity, and purposeful activity. This role is essential in supporting the Guide's work and promoting the holistic growth of each child.

Key Responsibilities

Support of the Prepared Environment

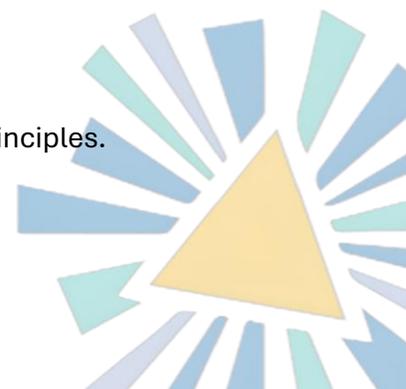
- Assist in maintaining a calm, orderly, and inviting Montessori classroom.
- Protect the uninterrupted work cycle and support children's engagement in purposeful activities.
- Prepare and maintain classroom materials and assist with daily routines (snack, lunch, transitions, outdoor play).
- Support the care and beauty of shared school spaces.

Support of the Child

- Observe children and share objective observations with the Guide.
- Encourage independence and self-care, including care for peers and the classroom environment.
- Model respectful communication and positive social interactions.
- Assist with small group and large group activities as requested by the Guide.
- Support self-regulation, collaboration, and conflict resolution skills.

Classroom Community & Safety

- Help cultivate a respectful, inclusive culture aligned with Montessori principles.



- Support children’s safety during classroom activities and outdoor play.
- Assist with supervision during transitions and throughout the school day.

Partnership with Families

- Represent the classroom and school professionally at drop-off, pick-up, and school events.
- Refer parent questions or concerns to the Classroom Guide or Program Director.
- Maintain professional boundaries and confidentiality regarding students and families.

Professional Responsibilities

- Maintain punctual and reliable attendance.
- Collaborate respectfully with colleagues and contribute to a positive school culture.
- Attend staff meetings, professional development opportunities, and school events.
- Demonstrate a commitment to Montessori philosophy and professional growth.

Qualifications

Preferred

- Experience working with children of primary and/or elementary age
- Montessori classroom experience
- Associate degree or higher

Required

- CPR and First Aid certification
- Fingerprint clearance
- High school diploma

Physical Requirements

- Ability to sit, stand, walk, kneel, crouch, and move quickly as needed.
- Ability to lift classroom materials and occasionally assist a child if necessary.
- Ability to supervise children indoors and outdoors, in varying weather conditions.

What We Offer

- 403b plan providing a 5% employer contribution and employee match up to 4%.
- Health care and long/short term disability plans.
- 18 paid holidays, with a fall, winter, spring, and summer break.
- Collaborative and supportive Montessori team environment.
- Opportunities for professional growth and Montessori training.

To apply: Please forward your resume to: montessori@stpetersaz.org

