

## Job Description: Assistant Guide

### Job Summary:

The Assistant Guide, with the support and supervision of the Lead Guide and the Director of Education is expected to work towards maintaining and supporting the quality educational program, which follows the Montessori philosophy and pedagogy and model by fulfilling the following responsibilities:

**Educational Duties:** duties include, but are not limited to, the obligations to:

- Be always responsible for the safety and physical well-being of all students in your charge.
- Assist in the maintenance and cleanliness of the classroom and all shared spaces at school.
- Demonstrate the ability to relate joyfully to children.
- Exhibit emotional maturity and stability.
- Always Demonstrating appropriate and professional behaviors when in the school building, during the classroom, outdoor times, and whenever you are in the surrounding school neighborhood.
- Be proactive at sharing your Montessori and child development knowledge with parents at the request of the Lead Teacher.
- Address all school (parent, team, child) issues immediately with the Lead Teacher and/or the Director of Education

### Administrative Duties:

- Attend all staff meetings and after-hour parent meetings, admissions events, or classroom socials.
- Prepare and participate in parent conferences at least twice each School Year, including two evening conferences as determined by School, at its sole discretion, and as requested by parents.
- Communication: Return parent telephone calls within the same day. Check all e- mail messages daily and reply within 24 hours. Check classroom telephone messages twice daily.
- Support updating current records (communication logs, conference summary forms, observation notes) on all students in your charge and have same available for School's review upon request. Maintain the confidentiality of all such records.
- Record observations on all children using the required recordkeeping system provided by the school.
- Organize notes for and write all reports requested by outside agencies and ongoing schools, in addition to end-of-the-year reports for all eligible students, in a timely manner.
- Maintain the school calendar, memos, training packets and ensure that all information included is updated for the current school year.

**Policy/Procedure Duties:**

- Always follow the school's discipline policy.
- Child Abuse—any incident of unexplained bruises, cuts, burns, etc., or any suspected child abuse should be reported to the Director.
- 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.
- Follow all standards in accordance with the American Montessori Society, the

Middle States Commission on Elementary Education and the MI Department of Health.

- Report all accidents or incidents immediately and prepare a written report stating the date, time, and nature of the accident and the action taken.

**Other:**

- Assistant Teacher must work cooperatively to ensure that all the above is successfully achieved.
- Attend an open house, parent functions, school concerts, parent education, conferences, team meetings.
- Report broken equipment and/or playground issues to the Director of Education.
- Monitor the hallway during transition times.
- Monitor the playground during outside play.
- Monitor lunches, naps etc.

Work Remotely: No

Job Type: Full-time

Pay: \$13.00 - \$16.00 per hour as of March 2023

Benefits: 401(k)

Schedule: Monday to Friday

Education: High school or equivalent (Preferred)

Experience: Childcare, 1 year (Preferred)