

Faculty Development Job Description: Assistant Teacher

Job Summary:

The Montessori Assistant Teacher, with the support and supervision of the Lead Teacher 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 Early Childhood Education model by fulfilling the following:

Professional Requirements and Duties: duties include, but are not limited to, the obligations to:

- Montessori classroom and early childhood development experience is preferred.
- Comply with Child Safety regulations, CPR and First Aid trainings up to date. Support offered if needed.
- Be responsible for the safety and physical well-being of all students in your charge at all times.
- Assist in the daily maintenance and cleanliness of classroom, materials and all shared spaces at school.
- Demonstrate the ability to relate joyfully to children. Exhibit emotional maturity and stability.
- 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.
- Address all school (parent, team, child) issues and concerns immediately with Lead Teacher and/or the Director of Education.
- Follow all standards in accordance with the American Montessori Society, the Middle States Commission on Elementary Education and the MI Department of Health.

Administrative Duties:

- Be in attendance at all development sessions, staff meetings, open-house events, or classroom socials.
- Communication: Check all e-mail messages daily and reply within 24 hours.
- Record observations on all children using the required recordkeeping system provided by the school and Lead Guide

Policy/Procedure Duties:

- Always follow the school's discipline policy.
- Child Abuse report: any incident of unexplained bruises, cuts, burns, etc., or any suspected child abuse should be reported to the Lead Guide and School 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.
- Report any and all accidents or incidents immediately and prepare a written report.
- Report broken equipment materials and/or playground issues to the Director of Education.
- Monitor the hallway during transition times.
- Monitor the playground during outside play.
- Monitor children during work periods, lunch, naps.
- Ensure the safety and physical well-being of all students.
- Any additional duties as determined by the Director of Education and/or Head of School.
- Work cooperatively to ensure that all the above is successfully achieved.