



Floating Assistant Teacher Job Description

Reports to: Assistant Teacher(s)
Lead Teacher(s)
Director/Assistant Director
The President of the Board of Directors

Qualifications:

- Minimum of 16 years of age
- Attending High School/ High school diploma or an equivalent (as determined by the Director)
- Experience working with children in a school setting (preferred)

Each employee, as an important member of the Montessori School of Cheyenne community, makes a positive contribution to the character of our community, helps maintain a respectful and cooperative atmosphere, shares responsibility for the safety and well-being of its members, and cooperates in the administration of MSC policies and procedures.

Responsibilities:

1. Daily Duties:
 - a. Help ensure drop off and pick up moves efficiently and all students are greeted.
 - b. Follow all posted "Daily Cleaning Checklists" after the drop off period and for closing the building.
 - c. Follow the kitchen calendar and cleaning checklist.
 - d. Assist in organizing/cleaning the classroom on a daily and weekly basis.
 - e. Aid and assist any classroom that is in need of help.
2. Environment:
 - a. Assist in preparing and maintaining the Montessori environment.
 - b. Check with the office for miscellaneous work
 - c. Share responsibilities in keeping the classroom clean and clutter free, as directed by the Head or Assistant Teacher; i.e shelves, materials, walls, trash cans, dishes, tables, chairs, laundry etc.
 - d. Refill supplies and help maintain classroom order.
 - e. Complete closing classroom cleaning before going home in the evening.
 - f. Make sure the outside door is locked and all windows are shut and locked before leaving in the afternoon.
 - g. Maintain consistency set by the Head Teacher regarding the classroom design of shelves, tables, chairs, and materials in sequence.
 - h. Assist in organizing/cleaning the classroom on a daily and weekly basis.
 - i. Assisting in organizing/cleaning the playground on a daily and weekly basis.
3. Classroom Management:
 - a. Assist the Head/Assistant Teacher in general classroom management.
 - b. Assist the Head/Assistant Teacher in facilitating conflict resolution among students in a positive and loving way.
 - c. Remain consistent in discipline practices as set by the Head/Assistant Teacher.

- d. Maintain a positive, controlled, peaceful classroom when the Head/Assistant Teacher is absent or giving lessons to children.
- e. Work with individual children or small groups as directed by the Head/Assistant Teacher.
- f. Supervise the classroom at all times, especially if the Head/Assistant Teacher is giving individual lessons.
- g. Stay in your classroom and be engaged with the children. Be a role model to others. Complete tasks outside the classroom as quickly as possible.
- h. Share responsibility and supervision of children during work time, free play, lunch, playground, and nap times. Never leave children unsupervised.
- i. Participate in extracurricular activities with children (music, gymnastics).

4. Personnel/Staff Management: (See staff policies for detail.)

- a. Be professional at all times, in attitude and attire.
- b. Work your scheduled time and follow procedures for absences.
- c. Have confidence, but ask for help if needed.
- d. Discuss problems/concerns with the Head/Assistant Teacher first. If situations cannot be resolved, the office will get involved.

5. Parent Relations/Communication:

- a. **Be sensitive and responsive to parents and act as a resource for them.**
- b. Maintain good communication with parents and make each parent feel at ease.
- c. **Refer parent inquiries regarding particulars of children's performance and/or behavior to the Head Teacher and/or the Head of School.**
- d. Develop a professional, supportive relationship with parents.
- e. **Discuss any situations with the Head Teacher first before discussing anything with the parents.**

6. Professional Development:

- a. Attend all staff meetings.
- b. Attend school activities and parent meetings as suggested by the Head Teacher and or/Head of School.
- c. Remain current on training hours.
- d. Attend related workshops, seminars, classes, etc., to improve or enhance skills as a teacher.
- e. Prepare self-evaluations and set professional goals as requested by the Head of School.

7. Curriculum/Philosophy:

- a. Assist in following the Montessori philosophy and curriculum in an appropriate manner.
- b. Assist and participate with the line time whenever possible, so as to learn more.
- c. Understand and uphold the Montessori philosophy at all times (promoting independence, self-learning, and respect.)
- d. Let the children practice and learn from their experiences, i.e. cleaning up their own spills.
- e. Nurture the children, but help them become independent.
- f. Be prepared to step into the role in the absence of the lead teacher or assistant.
- g. Develop afternoon projects and will assist students in completing them.

I have read and understand my responsibilities as an Assistant Teacher at the Montessori School of Cheyenne.

Printed Name

Signature

Date

Director Signature

Date