

**Job Title:** Primary Assistant

**Department/Room:** Primary

**Reports To:** Primary Teachers and the Head of School

**Summary:** This position requires love, patience, and respect for children, encouraging them to be independent while modeling appropriate manners and behaviors. The Assistant will protect the welfare of the child and facilitate activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori and the McGuffey Montessori School.

**This is an hourly position with anticipated hours of 8:30am-4:00pm five days a week, plus some occasional hours outside of the school day for planning and preparing the environment. Additional hours staffing Extended Care may be available, not to exceed 40 hours per week.**

### **Skills**

- Knowledge of developmentally appropriate practices in early childhood.
- The ability to conform to an established work schedule.
- Effective interpersonal skills.
- The ability to communicate in a concise and effective manner.
- The ability to understand and follow instructions precisely.
- The ability to exercise tact, discretion and confidentiality.
- Technologically proficient, including Microsoft Word, Internet navigation, and data entry.
- Knowledge of basic first aid procedures and ability to assist the children in this matter when needed.

### **Physical Requirements**

- Can lift up to 40 pounds.
- Endures repetitive bending, stretching and stooping.
- Has the mobility required to ensure the safety of the children.
- Can work with children on the floor.
- Willing to lead extended outdoor activities in all seasons.

### **Duties and Responsibilities**

- Adhere to company and safety policies and procedures.
- Become familiar with Montessori terminology and methods.
- Assist the teachers in providing the children with a “prepared environment.”
- Maintain the cleanliness of the room both during and after the school day including tasks such as organizing, sweeping, mopping, vacuuming, cleaning bathrooms, emptying trash, and dusting or disinfecting works.
- Assist with individual and/or group activities to stimulate growth of the children in social, emotional and academic areas.

- Guide the children to choose a work, return a work, and complete different work cycles.
- Encourage individual work time to promote independence and group work to promote socialization.
- Supervise lunchtime, encouraging independence and grace and courtesy.
- Supervise quiet time, ensuring a peaceful rest time for all students.
- When necessary, assist with toileting while demonstrating respect for the child.
- Establish and maintain communication and cooperative working relationships with children, parents and co-workers.
- Participate in all open houses and school programs.
- Bring snack to classroom from Main Building each morning and put into proper containers.
- Assist in the compilation of progress reports.
- Be present at parent/teacher conferences.
- Attend weekly staff meetings and contribute in a positive and constructive way.
- Be willing to work in other parts of the School when required.
- Willingness to complete a Montessori reading, a written assignment and have a team discussion within the first two months of employment. A stipend will be provided upon completion.
- Willingness to complete and maintain First Aid Training, Child Abuse Prevention, Communicable Diseases and other state mandated training.

### **Education and Experience**

- High School Diploma or a general educational development certificate.
- 20 credit hours from an accredited college or university and/or one to two years related experience and/or training; or equivalent combination of education and experience.