

## **Lower Elementary (Ages 6-9) Montessori Assistant Position**

Ohr Torah Cincinnati(OTC) is dedicated to providing the best possible education for our children. Each staff member is charged with the amazing responsibility to:

- Awaken the child's imagination
- Encourage a normal desire for independence
- Foster a high sense of self-esteem and self-discipline
- Help develop in all children the qualities of kindness, respect, grace and courtesy
- Teach children to observe, question and explore ideas
- Help children master social skills and knowledge

The Classroom Assistant agrees to aid the teachers in working towards these responsibilities and collaborates with the staff in providing a nurturing and positive classroom environment. OTC is looking for the right candidate to fill our open LE Montessori Assistant Position. The ideal candidate is the individual who is a self-starter, driven to exceed expectations and someone that will assist children along their educational journey to reach his/her potential. The ideal candidate will be growth-oriented, possessing strong teamwork skills and have a naturally joyful, energetic and engaging demeanor.

Classroom Assistants are under the direct supervision of the classroom teacher to which they are assigned. The duties of the Classroom Assistant include:

1. Maintaining a prepared and orderly classroom environment daily
2. Checking and replenishing consumable classroom items at the beginning and end of each day.
3. Managing the room during class time such that the teacher is able to spend a reasonable amount of time giving undisturbed lessons.
4. Monitoring classroom spaces during times of transition and maintaining classroom expectations with consistency
5. Knowing the school's discipline procedures and helping implement it when appropriate
6. Copying, cutting, laminating, etc. as needed
7. Attending regularly occurring staff meetings
8. Attending inservice opportunities as offered
9. Maintaining confidentiality. It is vitally important the children or their families are not discussed outside of staff meetings or with the supervising teacher.

**Desired Knowledge, Skills and Abilities:** High School Diploma, Bachelor's degree in Education or related field a plus, Experience in a Montessori Classroom, CPR and First Aid Certified.

**If interested in applying, please send an email to Erin Hill (ehill@ohrtorahcincinnati.org):**

- A cover letter specific to your qualifications for the position
- A resume