



**Contact:** Rene Steinkamp, Head of School, [rsteinkamp@centralmontessoriacademy.com](mailto:rsteinkamp@centralmontessoriacademy.com)

## **Job Description**

### **Pre-Primary 3-6 year old (Preschool - Kindergarten) Assistant**

**School:** Private non-profit toddler through 6<sup>th</sup> grade

**About Central Montessori Academy:**

Central Montessori Academy is a private, non-profit, independent school offering toddler–6<sup>th</sup> grade education. CMA was established in 1978 and provides children with a world-class education, but also nurtures the heart to develop the child’s self-confidence, personal creativity and entrepreneurial spirit. This small community of teachers work collaboratively together to support each individual child. Join our teaching team to discover a positive and supportive work environment.

**Department:** Pre-Primary

**Job Status:** Full-time

**Proposed Hours:** 7:00/8:00 am—3:00/4:00 pm (Additional hours may be required to complete job expectations)

**Starting Date:** August 1, 2021

**Compensation:** Salary is commensurate with experience, education and according to the school’s established salary schedule. Benefits available for this position.

**Purpose:** The purpose of the Pre-Primary Assistant is to support the Lead Teacher in educating young students using the Montessori Philosophy, while collaborating with colleagues and families to best support students. The Pre-Primary Assistant helps the Lead Teacher to implement best practices in education and supports the Mission of the school.

**Qualifications and Requirements:**

- Education Level Required: High School Diploma, Bachelor Degree preferred
- Experience Desired: Two (2) year’s experience in the classroom

**Essential Function/ Skills:**

- Establishes a professional and supportive relationship with students and colleagues
- Using the practice of Montessori Philosophy, the Assistant will support the Lead Teacher in maintaining an environment respecting the following needs of the child: academic and developmental growth; spiritual development; movement within limits; social skill development and practical life skills
- Assist the Lead Teacher with care and maintenance of materials, the classroom, and other specific requirements



- Has the ability to communicate effectively through both writing and speaking
- Supports and implements rules and regulations of the organization and within the classroom
- Meets with Lead Teacher regularly to discuss objectives, goals, responsibilities, and other ways to support the classroom environment

#### **Other Skills**

- Kindness, willingness to help out with other school tasks as needed
- Supports the building of community and collaboration
- Creates a welcoming environment for parents and students
- Respectful to others

**Note:** The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in such position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities at any time.

*Central Montessori Academy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, citizenship, or veteran status, in accordance with applicable federal laws. In addition, Central Montessori Academy complies with applicable state and local laws governing nondiscrimination in employment.*