



Lower-Elementary Assistant Job Description

Summary Statement:

The Lower Elementary Assistant is a full-time position at Good Shepherd Catholic Montessori School. He/she works with the Lower Elementary teaching team (Lead Teachers, Assistants, Montessori Support Specialist) in creating and maintaining a high-quality Montessori learning environment with respect to the holistic needs of the child ages 6-9. The position requires an ability to work with both adults and students for the optimal growth of each child with respect to individual needs and development and to help ensure a positive, harmonious learning environment.

Authority/Relationship

The lower elementary assistant reports to and is supervised by the head of school. The assistant works in collaboration with the lower elementary team to advance the mission of The Good Shepherd Catholic Montessori (GSCM).

Qualifications/Requirements:

1. Commitment to philosophy and mission of GSCM, including the teachings of the Catholic Church
2. Personal values consistent with Catholic values
3. Experience in education or childcare. Education license from ODE required (Educational Aide, Non-tax, Resident, or Professional)
4. Deep respect for the child and commitment to the Montessori philosophy and methodology
5. Positive attitude, strong self-motivation and ability to work independently

Responsibilities

Curriculum And Environment

- Supports and works with the lead teacher to create and maintain an environment which is aesthetically appealing and stimulating.

- Contributes to promoting a strong Catholic identity within the classroom community and the overall school environment.
- Assists the lead teacher in implementing teaching practices consistent with the school's Philosophy Statement. Included but not limited to:
 - Preparing and grading weekly math quizzes and maintaining a score sheet
 - Checking/monitoring children's individual work and daily work requirements
- When possible, assists the lead teacher in material making (during regular work hours at school).
- Plans class management strategies with the lead teacher and assists the lead teacher in implementing these strategies.
- Helps with supervision according to the needs of the class. Included but not limited to:
 - Daily recess and/or lunch duty
 - Morning recess/activity duty
 - Bus duty
- Records and turns in Administrative Cost Reimbursement Forms in a timely manner.

Communication

- Communicates regularly with the teacher regarding all aspects of classroom work.
- Communicates as needed with the Principal regarding logistical and supervisory duties, as well as any other areas of concern.
- Participates in appropriate in-service activities.

Other Duties

- Assists the lead teacher with set-up and clean-up at the beginning and end of the school year.
- Takes responsibility for logistical and supervisory jobs delegated by the teacher or the Principal.

Goal Setting, Communication and Evaluation:

The lower elementary assistant will meet with the lower elementary team yearly to set goals and directions for the year. The lower elementary assistant will communicate regularly with the lower elementary team regarding classroom function and student progress.

The lower elementary assistant will meet with the head of school yearly to assess and evaluate performance and duties.

Compensation/Salary:

The lower elementary assistant is a full-time position at GSCM. Hours are from 7:45 to 3:15 on school days and include 3 work/in-service days set on the school calendar.

Salary begins at \$16,000. Benefits are available including health/dental/vision, retirement (403b), and tuition discount.