



The
**McGuffey
Montessori**
School

POSITION TITLE: Primary Assistant

Grade/Level: \$15.00

Work Schedule: 8:15am-4:00pm M,T,R,F
8:15am-3:00pm W

Job Status: Regular, Part-time

Reports To: Lead Teacher and Head of School

Positions Supervised: NA

POSITION SUMMARY

The Assistant Teacher 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 position requires love, patience, and respect for children ages 3-6, encouraging them to be independent while modeling appropriate manners and behaviors.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Adhere to school safety policies and procedures.
- Willingness to facilitate activities outdoors in all seasons.
- Assist the Lead Teacher in supervising the work period and work plans.
- Work with the Lead Teacher in providing the children with a “prepared environment.”
- Establish and maintain communication and cooperative working relationships with children, parents and co-workers.
- Participate in some open houses and other school programs.
- Assist Lead Teacher in the compilation of progress reports.
- Be present at parent/teacher conferences.
- Be willing to work in other parts of the School when required.
- Willingness to complete and maintain First Aid Training and other classroom related training.
- Ability and willingness to work outside in any and all weather conditions deemed safe for students.

SKILLS AND ABILITIES

- Experience working in a Montessori environment is preferred.
- Experience working with children in a multi-age setting is preferred.
- Knowledge of developmentally appropriate practices in early childhood.
- The ability to conform to an established work schedule.
- Effective interpersonal skills with children and adults.
- The ability to communicate in a concise and effective manner verbally and in writing.
- 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.

Certificates & Licenses: 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.

Other Requirements: Driver’s License, Background Check, First Aid and CPR (we can provide), Active Shooter Response Training (we can provide), possibly Communicable Disease Recognition and Prevention (we can provide), possibly Child Abuse Recognition and Prevention (we can provide).

WORKING CONDITIONS & PHYSICAL DEMANDS

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

Head of School Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position description and/or assign tasks for the employee to perform, as the School may deem appropriate.

Jun 8, 2023