



SPRUCE TREE MONTESSORI SCHOOL

JOB DESCRIPTION

Position: **Children's House Teacher Assistant**

Status: Full-time, exempt, year-round school year

Job Summary

Provide sound educational leadership to students; assist with all aspects of, including but not limited to, the set-up, organization, maintenance, safety and security of the classroom environment; ensure appropriate implementation of whole child curriculum using Montessori materials and the Montessori philosophy; collaborate with the Lead Children's House Teacher and other classroom support staff for best practices of classroom and behavioral management; live at school or in virtual form according to the Spruce Tree Parent & Employee Handbooks; assist with the presentation/delivery of curriculum as assigned, assist with the assignment of follow-up lessons and expectations, perform student observation and assessment, provide input about mastery, and assist with timely record keeping; apply the Montessori philosophy to all aspects of the Children's House program to include academics, social-emotional learning, practical and communication skills, enrichment activities, community service, field trips and assemblies; collaborate with Elementary program staff for community building, mentorship and cross-level academic support; assist with lunch and playground duty according to the staff schedule; assist with materials/lessons preparation, cleaning/dish-washing, and other projects as needed; assist with classroom management including redirection; abide by all policies outlined in the Spruce Tree Parent & Employee Handbooks; promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; perform job duties herein and at the direction of the Lead Children's House Teacher or Head of School.

Job Qualifications

- Bachelor's or Associate level degree in Education or related field, or equivalent experience
- Interest in or progress toward Montessori teacher training, Early Childhood (3 - 6)
- Experience in a classroom or with children in youth sports, youth organizations or equivalent
- Experience with classroom set-up and materials organization or equivalent
- Excellent customer service and parent relationship skills
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, Publisher, Photoshop, etc)

- Efficient time management skills
- Team-oriented demeanor; ability to be flexible
- Ability to work full-time (not less than 40 hours per week), during the school year, with some overtime necessary to accommodate operational needs, for classroom preparation, for presence at school events/activities, and attendance at community events for public relations

Job Duties

All of the below duties shall be performed under the direction of or in consultation with the school director:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent Handbook and Employee Handbook.
2. Function as a facilitator of learning; a resource person, educational guide, role model, demonstrator, and meticulous observer and recorder of student behavior and growth.
3. Support the development of students academically, socially, emotionally and physically.
4. Assist with the design, set up and maintenance of a classroom environment that is safe, clean, academically stimulating, inspiring and fun.
5. Establish an environment where respect, acceptance and trust between student and teacher allow creativity to flourish.
6. Become well-versed in classroom work materials and utilize them appropriately under the direction of the Lead Children's House Teacher.
7. Assist with preparations to ensure that the classroom environment provides the resources necessary for exploration and discovery in a pleasant atmosphere.
8. Assist with the redirection of children as needed so as not to distract other students.
9. Follow lesson plans, as directed by the Children's House Lead Teacher, with age-appropriate scope and sequence outlines for all academic subjects.
10. Assist with the creation of materials that stimulate interest and involvement with an emphasis on the sensory aspect of the experience, with opportunities for both verbal and non-verbal modes of learning.
11. Follow level-appropriate standards for work productivity and follow-up for students in all subjects according to student work pace and ability.
12. Work collaboratively with all Spruce Tree Montessori staff to engage student interest, create, develop and implement topic extensions, special lessons, celebrations, and/or multi-classroom/all school assemblies or celebrations.
13. Share and discuss child behavioral and/or learning challenges with all Spruce Tree Montessori staff in order to best remedy said challenges.

14. Attend the annual Spruce Tree Montessori Parent Orientation, team, program and staff meetings.
15. Assist with parent outreach and community public relations by occasionally attending/ conducting "Montessori Monday" workshops, attending school-sponsored events and occasionally attending local Chamber of Commerce Meetings; attend other community events determined to be in line with the school's mission.
16. Work in coordination with the Head of School, Elementary Teachers, Lead Children's House Teachers and/or parents for developing accurate cultural programming lessons to include assemblies, educational celebrations, activities and/or work materials respectful to religious freedom and exposure.
17. Foster healthy parent morale through frequent, thorough communication.
18. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
19. Perform other duties as assigned by the Head of School.