



SPRUCE TREE MONTESSORI SCHOOL

JOB DESCRIPTION

Position: **Elementary Teacher Assistant**

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

Job Summary

Provide sound educational leadership to students; assist with the management of all aspects, including but not limited to, the set-up, organization, maintenance, safety and security of the Elementary environment; implement whole child curriculum using Montessori materials and the Montessori philosophy; collaborate with the Lead Elementary Teacher and other classroom and support team members for best practices of classroom and behavioral management, academic lesson planning, presentation, follow-up, repetition, observation, assessment, determination of mastery, and accommodation; apply the Montessori philosophy to all aspects of the Elementary program to include academics, social-emotional learning, practical and communication skills, enrichment activities, community service, field trips and assemblies; collaborate with Children's House program team members for community building, mentorship and cross-level academic support; promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; perform job duties as listed in this job description.

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 or Elementary level
- Experience in a classroom or with children in youth sports, youth organizations or equivalent
- Experience with classroom set-up and supplies/materials organization
- Excellent customer service and parent relationship skills
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, email, etc)
- Efficient time management skills
- Team-oriented demeanor; ability to be flexible
- Ability to work full-time (approximately 40 hours per week), during the school year, with some overtime necessary to accommodate operational needs, for classroom/lesson preparation, to attend whole staff and team meetings, for presence at school events/activities, and attendance at community events
- Ability to lift and carry a child of an approximate maximum weight of 50 pounds

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 Elementary Teacher. (training and orientation provided)
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 and as a support to the Lead Teacher's schedule of planned lesson presentations.
9. Collaborate with the SPED Consultant, Educational Counselor, Lead Elementary Teacher, Head of School and other support team members to implement appropriate accommodation for children identified as needing additional academic, behavioral, and/or social-emotional support.
10. Follow lesson plans, under the guidance of the Elementary Lead Teacher, with age-appropriate scope and sequence outlines for all areas of the classroom.
11. Support follow up assignments and lesson extensions in small groups and via one-on-one tutorials as needed or assigned.
12. Present lessons, demonstrations and other classroom activities under the guidance of the Lead Teacher. (training and orientation provided)
13. Follow level-appropriate standards for work productivity and follow-up for students in all subjects according to individual student work pace and ability.
14. Assist with the creation of materials that stimulate interest and engagement with an emphasis on the sensory aspect of the experience, with opportunities for both verbal and non-verbal modes of learning.
15. Support the implementation of an art program for all ages in which students learn new art techniques across various media, with opportunity to refine previously learned skills.
16. Work collaboratively with the Spruce Tree Montessori team to engage student interest; create, develop and implement topic extensions, special lessons, celebrations, and/or multi-classroom/all school assemblies or celebrations.

17. Share and discuss child behavioral and/or learning challenges with the Spruce Tree Montessori team in order to best remedy said challenges.
18. Provide socio-emotional and behavioral guidance to students in small group and one-on-one sessions with respect to the Montessori philosophy in collaboration with the Lead Teacher, Educational Counselor and Head of School.
19. Observe and evaluate students; provide feedback to Lead Teacher related to child development and assist with formal record keeping within the school's electronic classroom management system (Montessori Compass).
20. Attend the annual Spruce Tree Montessori Parent Orientation, team, level, whole staff, parent partnership meetings, and parent-teacher conferences as invited.
21. Assist with parent outreach and community public relations by attending/conducting "Montessori Monday" workshops, attending school-sponsored events and occasionally attending local Chamber of Commerce Meetings as invited; attend other community events determined to be in line with the school's mission and commitment to community service.
22. Work in coordination with the Head of School, the Children's House Team 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.
23. Foster healthy parent morale through frequent, thorough communication.
24. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
25. Perform other duties as assigned by the Head of School.