

Primary Classroom Assistant Position Description

MINIMUM REQUIREMENTS: High School Diploma. Montessori Classroom Assistant Certification or Assigned training must be completed within three months of the start date.

Learning Center Primary Classroom Assistant Overview

The Primary Classroom Assistant works in conjunction with the Lead Guide to provide an educational program for 3-6 year olds that supports the development of the whole child; this includes the cognitive, emotional, social, physical and spiritual growth of each child who is enrolled in the Primary program.

It is important to note that Scope and Sequence, along with the lesson plans, observation, recording systems, assessment principles, and reporting methods that support it, are all components of a Montessori educational curriculum.

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REPORTS TO: Learning Center Director with additional supervision by Assistant Director

- Daily Direction provided by Primary Lead Guide

WORKS WITH: Mountain Laurel Learning Center children, staff, and parents

General Responsibilities

- Assist in establishing and maintaining a harmonious classroom
- Provide a safe and secure Learning Center environment
- Support entire LC team, as needed, to meet ratios and safety standards
- Be professional and positive in all dealings with children and parents
- Maintain family and child confidentiality
- Participate in monthly staff meetings and LC events
- Be well informed of both the Parent and Employee Handbook content

Coordination with Lead Guide

- Support Lead Guide's responsibility to offer lessons, observe, and focus on children's needs
- Meet with Lead Guide daily and/or weekly to discuss goals for the class and individual students
- Be informed and carry out classroom duties as assigned by the Lead Guide
- Assist Lead Guide with children by redirecting and working 1:1 as needed
- Observe and keep notes on each participant's progress, as directed by the Lead Guide
- Assist Lead Guide during outside play by observing children, watching for safety, etc.
- Inform Lead Guide of any classroom difficulties, including discipline, health, material needs, repairs, and maintenance
- Share any information from parents with Lead Guide as appropriate
- Allow and encourage children to be as independent as possible
- Encourage children to engage in peaceful conflict resolution with their peers and offer assistance when needed
- Attempt to ensure that at least one adult is standing/positioned to observe the whole class in order to maintain classroom expectations, facilitate a peaceful learning environment, and ensure safety

Classroom Environment/Management

- Strive to gain knowledge and understanding of Montessori philosophy and strategies
- Support children by promoting a peaceful, calm, noise sensitive learning environment
- Maintain the classroom as a “prepared environment” at the beginning of each day, throughout the day, and at the end of each day
- Perform duties directed by the Lead Guide to maintain a beautiful environment (e.g. wipe surfaces, organize supplies, maintain materials on shelves, etc.)
- Assist with daily and weekly Classroom and LC cleaning

Professional Development

- Maintain valid WV STARS certification and remain current with all WV DHHR qualifications
- Complete a minimum of 15 hours of WV STARS approved training each year
- Seek out and take advantage of professional development opportunities

PREFERRED QUALIFICATIONS:

- Background in education and/or experience working with children
- Strong oral and written communication skills
- Dynamic and flexible interpersonal skills, including a joy for working with children.
- Experience with successful team support
- Ability to work independently and effectively manage multiple tasks
- A demonstrated passion for education and nonprofit work