



Montessori Early School Assistant - Part Time Job Description

Purpose: Montessori Early School Assistant

Reports to: Assistant Head of School for Early School Education and Admissions

Part Time Position - Start date January 7, 2019

Purpose: The person selected for this position will be responsible for assisting a classroom teacher in the general supervision of a class.

Essential job functions and responsibilities will include, but will not be limited to, the following:

- Assist in implementing the daily program under the direction of the teacher. Knowledge of classroom rules and procedures is essential.
- Assisting in preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Supervising children when the teacher is out of the room, on field trips, during lunch supervision, special programs, as well as on the playground.
- Helping with general housekeeping tasks.
- Maintaining professional attitudes and loyalty to the school at all times.
- Treating all children with dignity and respect.
- Attending the first full faculty meeting of the school year during orientation and others as required throughout the school year. Assistant will work during inservice/workdays and conference times.
- Attending evening functions – Parent Information Night to meet parents and Open House.

Professionalism for all staff members

Each member is part of the total staff and all are dependent upon one another. Relationships are circular and what affects one affects all. Although specific responsibilities may vary according to the primary job description and list of individual responsibilities, all staff persons are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony and mutuality throughout the school, with respect, tolerance, patience, honesty and trust.

Coaching and extracurricular opportunities are also available.

The ideal candidate will have previous Montessori classroom experience. Please send letter of interest, resume, and references to Jennifer Kendall at jkendall@gpacademy.org.