



**Montessori Early School Teacher Assistant
Full and Part Time Positions**

Reports to: Claudia Leslie, Early School Division Head

The Grosse Pointe Academy seeks Montessori Early School Assistants for the 2021-2022 school year for a 3- to 6-year-old environment. The candidates should have previous experience working as an assistant teacher. Montessori certification, Bachelor degree and credits in early childhood education are highly desired. Candidates should be dependable, reliable, flexible, enthusiastic, and have an understanding of the developmental needs of the students. With the support and supervision of the lead teacher and the Early School division head, the assistant teacher is expected to fulfill the following responsibilities to ensure and maintain the quality of the Early School Montessori program.

Duties Include

- Help lead teachers maintain a peaceful and clean environment, and engage children in appropriate activities
- Attend to the childrens' needs
- Chaperone class trips and other student activities
- Monitor lunch duty and lead dismissal duty on a regular basis
- Monitor nap and playground time during outside play
- Attend school functions, conferences, team meetings and professional development opportunities
- Receive students and parents, as well as faculty, staff, and administration in a friendly, courteous manner, and be sensitive to how your demeanor is reflective of the school
- Be responsible for the safety and physical well-being of all students in your charge at all times.
- Follow all school policies and procedures as stated in the Employee Handbook

Types: Full time and part time. Please specify your preference in your letter of interest. Coaching and extracurricular activities are also available.

Please send a letter of interest, resume, and references to Claudia Leslie at cleslie@gpacademy.org.