



Job Description: Educational Assistant

Daily Requirement: 7:30a-3:30p

Pay: Non-Exempt - Hourly; Based on credentials and years of experience

Reports to: Instructional Program Administrator

JOB SUMMARY

The educational assistant works cohesively with the teacher. The primary job responsibilities include assisting with guiding the students through self-directed activities, allowing them to develop at their own pace as well as organizing materials and cleaning the workspace to facilitate the learning process for each child. The educational assistant is expected to support the Montessori teaching method and foster a nurturing and stimulating learning environment. The educational assistant will understand and promote the school's mission, vision, objectives, core values, and policies both within and outside the immediate school community.

QUALIFICATIONS

- B.A./B.S degree in Early Childhood Education or Elementary Education (or related field) from an accredited institution preferred.
- A minimum of three (3) years of experience in a Montessori environment
- Familiarity with the Montessori Method and principles

ESSENTIAL JOB FUNCTIONS

- Maintains an orderly, calm, respectful, positive, and engaging learning environment using the Love and Logic approach
- Prepares the classroom daily by cleaning, setting out snack, and maintaining weekly cleaning checklists
- Presents lessons, i.e. cultural, practical life, art, etc., as per the request of the teacher
- Checks follow up work throughout the week
- Supervises students during morning and afternoon recess
- Loads the students during the dismissal period
- Remakes lessons and creates new ones, when necessary
- Cares for the classroom pet and cleans its cage
- Participates in school functions, including but not limited to open houses, orientation meetings, parent education, and school-wide activities.
- Substitutes for teacher in cases of illness or absence
- Reports accidents and concerns immediately to the teacher
- Works with teacher to learn about philosophy of Montessori to further understand the goals of the class and the school
- Observes the children's process to discover when and if intervention or redirection is needed
- Maintains eye contact with the Guide to anticipate support needed
- Facilitates all transitions in and out of the classroom environment to ensure the respect for the child prevails in all interactions

KEY PERFORMANCE MEASURES

- Meets and plans with the teacher on a weekly basis
- Provides the Instructional Program Administrator with an in-service checklist every six weeks
- Submits the required professional development documentation of hours to the Head of School
- Carries out all specific procedures and responsibilities as outlined by the TMS Employee Manual

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. All personnel are responsible for carrying out duties as assigned.

The Montessori School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, provision of services such as, the administration of educational policies, admissions policies, financial assistance policies, employment practices, and other school administered programs. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, families, volunteers and subcontractors.

Employee Acknowledgement of Receipt: _____ Date: _____

Hiring Administrator: _____ Date: _____