



The Montessori Seeds of Education, Inc.
Position Description
Assistant

Description The assistant assists the Director/Directress in preparing and maintaining the environment in which the Montessori approach to education is implemented.

The invaluable adult who offers the extra set of eyes, ears, and hands to support and assist the work of the guide through research, organization, observation, material-making, and preparation of the environment.

- Supports the work of the Guide.
- Is directly responsible for dusting and cleaning the environment, refilling supplies and properly storing all classroom supplies. Supply requirements and needs regarding this responsibility should be discussed with the Director/Directress.
- Assists the Director/Directress with the care and maintenance of classroom materials, i.e. maintaining an orderly environment and keeping it clean and in good condition, as directed.
- Assists in the preparedness of classroom materials, as directed.
- Repairs materials and equipment, as necessary or as directed.
- Phrases directives positively when speaking with the children.
- Works with individual and small groups of children as directed by the Director/Directress.
- Supervises classroom as directed by the Director/Directress.
- Shares the responsibility for the safety and physical well-being of the children at all times. The children are not to be left unattended, and classroom ratios must be maintained on the playground as they are inside.
- Helps to maintain strong relationships with the parents, relationships characterized by mutual respect and good will.
- All questions received by the parents relating to the classroom or children should be directed to the Lead teacher unless if it is something that is accessible via the Parent Handbook or a communication that has been sent out.
- Helps with the maintenance of the inventory of the classroom.
- Helps with the maintenance of current, accurate classroom records. Attendance and whatever else regarding records as reasonably requested by the Guide and determined by the Head of School if necessary.

- Reports any and all accidents/incidents at once. Prepares a written report stating date, time, nature of accident and action taken. Makes Director/Directress aware of the accident/incident. Is familiar with and follows guidelines as described in the employee handbook.
- Helps supervise the children in the existence of fire drills. The routine is to be clearly established and the building(s) exited with dispatch and order.
- Attends staff meetings, as and when requested (Assistants are *always* welcome to all staff meetings, but are required only when requested to do so).
- Upon request, to be prepared to observe two other environments during the academic school year. At least one at another school.
- Assists with other projects, programs and planning as assigned or requested by the school's administration.
- Shares questions and observations with Director/Directress, **only when children are not present**.
- Initiates growth and change in his or her own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn.
- Establishes positive relationships with students, which, while recognizing the differing roles of adult and child, are characterized by mutual respect and good will.
- Helps maintain an environment that meets or exceeds State health, fire, A.M.I. and child-care requirements.
- Notifies the Executive Director immediately of personal or professional difficulties with children, parents, or staff.
- Protects the peace and privacy of the children at work.
- Collaborates with colleagues and the school's administration in the design and implementation of innovation within the context of the school's overall program and mission.
- Is self-aware and self-monitoring in identifying and solving student, curricular and school problems.
- Participates in the establishment and maintenance of an atmosphere of collegial support and adherence to professional standards.
- When held, participates in the Montessori Seeds of Education retreat.
- Models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.

“The real preparation for education is the study of one's self. The training of the Director/Directress who is to help life is something far more than the learning of ideas. It includes the training of character, it is a preparation of the spirit.”

Dr. Maria Montessori