



Saint Joseph

MONTESSORI
SCHOOL

Job Description - Assistant Teacher

Reports to: Guide and School Administrator

Job Overview: Saint Joseph Montessori is seeking a competent and joyful person to assist the Guide (lead teacher) in the classroom of our school. This individual is expected to work onsite at SJMS 38-40 hours/week during the academic year. The role will require regular supervision and observation of children along with regular, daily cleaning and sanitizing. It also requires regular communications with the classroom Guide, School Administrator, and occasionally school parents. S/he will be a practicing Catholic with an appreciation and understanding of the Montessori pedagogy, but it is not necessary that s/he be Montessori-credentialed.

Responsibilities and Duties:

- Work from 8:00 AM to 4:00 PM with a 30 minute lunch break for the duration of the school year as noted on the official school calendar and occasionally outside of these hours as requested by the Guide.
- Work the expected 40 hours Monday through Friday in the classroom unless otherwise needed by the Guide. Friday afternoon will be flexible classroom cleaning and material making time to be supervised by the Guide.
- Responsible to help the Guide clean, organize and prepare the environment each morning.
- Aid the children with transitions, work and related questions as well as using the restroom.
- Responsible to know the whereabouts of the children at all times and make sure that all children and the environment are safe.
- Will communicate with the Guide daily and as needed for outside meetings in order to collaborate and receive guidance as to the best practices of the classroom according to the Montessori Method.
- Will manage with the Guide the middle of the day breaks, lunch and recess time for the children with the help of the lunch time Assistant.
- Redirect the children using the Montessori materials appropriately and according to children's level in various curricular areas. The Assistant will defer to the Guide for any and all curricular questions.
- Ensure that the environment is clean and sanitary each morning, and the Assistant will carry out a weekly checklist of areas that must be deep cleaned.
- Meet with the Guide weekly to check in on questions, concerns, and practice and meet with the School Administrator for regular supervision and collaboration in program and professional development.
- Attend a monthly staff meeting for all staff to collaborate and express appreciation or concern for the ongoing work of the classroom and school community.
- Work with the Guide in the classroom to set up the environment beginning January 2, 2025. The Assistant will come into the classroom for one week of cleaning and storage of the materials in the classroom following the final day of school.

