



# The Montessori School

**Role:** Classroom Assistant in Elementary Classroom

**Schedule:** 2:00pm - 6:00pm beginning 08/15/2022

**Pay:** Ranges from \$14.66-\$16.74/hour depending on experience

**Location:** 710 Howard St. Kalamazoo, MI 49008

**Benefits:** 401(k), 401(k) matching, Paid time off

**To Apply:** Submit a resume to [headofschool@themontessorischool.org](mailto:headofschool@themontessorischool.org). Applicants will be considered as they apply.

**The Montessori School** is a non-profit, private education institution for children ages 3–12 and provides a warm, vibrant, educational home designed to foster a love of learning. EOE [www.themontessorischool.org](http://www.themontessorischool.org).

The Montessori Lead Guide helps direct their student's activities academically, socially, emotionally, and physically in a prepared Montessori environment that challenges each child to reach their full potential in these developmental areas in accordance with the Montessori philosophy and procedures for the age group which Montessori diploma is held.

## **General duties include, but are not limited to:**

- Work closely and cohesively with the Elementary Lead Guide.
- Organize materials and maintain a clean work space to facilitate the learning process for each child
- Support the Montessori teaching method by helping guide the students through self-directed activities, allowing the child to develop at his or her own pace
- Participate in child safety procedures
  - Maintain a clean and safe indoor environment by daily dusting, polishing, cleaning, laundering, sorting of materials, keeping floors clean, washing sinks and maintaining cleanliness of the restrooms.
  - Provide help and documentation of first aid events
  - Participate in monthly emergency drills and know responsibilities
- Maintain positive relationships with families
  - Respect each parent's right to confidentiality in regard to conversations, observations, and reports.
  - Direct parents to Lead Guide about classroom observations, behaviors, or concerns they have.
- Participate in required training events
- Attend all required staff functions
- Meet with Lead Guide regularly to discuss training and progress
- Participate in the regular annual evaluation process and an annual self-evaluation set by the

classroom Lead Guide and/or in conjunction with the Lead Coordinator or Head of School.

- Supervise playground and taking care of materials
- Snack and lunch set up/clean up (wash tables, sweep floors, load dishwasher, temp fridge twice daily)