

# Job Description



## ASSISTANT GUIDE

Full Time

\$11-13/hour DOE

## QUALIFICATIONS

- Satisfy school/ state health requirements, including immunizations & physical.
- Provide three references, diplomas, transcripts, fingerprints and criminal background check to confirm qualifications.
- At least 19 years of age
- Experience with young children (preferred)

## EDUCATION

- High School Diploma or equivalent required.

## KNOWLEDGE, SKILLS, & ABILITIES

The general duties of the Montessori Assistant Guide shall include, but are not limited to, the following:

- Assist in preparing and maintaining the prepared environment for the Montessori educational approach to be implemented.
- Model the essence of the Montessori Philosophy; integrity, curiosity, responsibility, creativity, and respect for students and all persons as well as an appreciation for racial, cultural, and gender issues and differences.
- Understand and promote the Academy's mission, purpose, objectives, and policies to students, parents, and others in external encounters.
- Represent the Academy as a high quality establishment in a professional, positive, and supportive manner.
- Assist with daily activities with the greatest sensitivity by respecting student confidentiality, cooperation with faculty/ staff members, working out differences in a responsible manner and communicating unresolved issues with the Head of School.
- Share the responsibility for the welfare, safety, and educational progress of students. Ensure that the children are not left unattended at any time, including inside the classroom and on the playground.
- Work with individuals and small groups of children as needed
- Assist in completion of all observation and record keeping for children.
- Arrive 15 minutes prior to the start of class and prepare the classroom for anticipated activities. Report any and all accidents/incidents at once.
- Prepare a written report stating date, time, nature of accident/incident, and action taken.
- Assist in filing all internal documentation.
- Help supervise children in the execution of fire drills and actual emergency situations. The routine is to be carefully established and the buildings exited with dispatch and order.
- Attend weekly meetings with classroom assistants
- Read, understand, and conduct oneself in accordance with the academy "Faculty & Staff Policy."
- Greet all visitors and guests with professionalism and warmth upon arrival. Introduce new students to classmates, curriculum, and other procedures.
- Share questions, observations, and feedback with Head of School
- Initiate growth and change in personal intellectual and professional development, seeking out conferences, courses, and other opportunities to learn.
- Inform the Head of School of any concerns, complaints, or any atypical communication with students, parents, or any other academy affiliate.
- Attend and participate in academy functions as requested by the Head of School in support of the academy community.
- Be available to assist with occasional support duties including, but not limited to recess & dismissal time.
- Take care of yourself, remembering that a child's needs are best met by an adult whose needs are met.