



CREATIVE MINDS MONTESSORI SCHOOL Assistant Teacher Job Description

Job Title: Assistant Teacher
Department: Education
Reports To: Head Teacher
FLSA Status: Non-Exempt
Prepared By: J. Hunter
Prepared Date: January 10, 2008
Approved By: Principal Owner
Approved Date: January 10, 2008

Summary - This position requires love, patience and respect for children, encourage the children to be independent and model for them appropriate manners and behaviors. Instruct children in activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori by performing the following duties:

Essential Duties and Responsibilities include the following - Other duties may be assigned.

Adhere to company and safety policies and procedures.

Become knowledgeable with Montessori terminology and methods.

Assist the head teacher with providing the children with a "prepared environment".

- Keep the classroom clean and inviting

Assist with individual and/or group activities to stimulate growth of the children in social, emotional and academic areas.

Assist the children by moving around;

- Complete different work cycles
- Choosing work
- Returning work when the child completes his task

Encourage individual work time to promote independence as well as group work to promote socialization.

Be present at parent/teacher conference

Establish and maintain cooperative working relationships with children, parents and co-workers.

Participate in all open houses and school programs.

Serve snack and lunch while helping children to learn how to help themselves.

- Demonstrate open/closing lunch bags
- Allow children to be as independent as possible
- Encourage the children to feed themselves

Responsible for diaper changing and/or assisting with toileting while demonstrating respect for the child.

Responsible for cleanliness of room in the following areas:

- Sweep/mop lunch area during nap time
- Vacuum classroom at the end of the academic day
- Clean bathrooms at least once a day
- Emptying trash to dumpster at the end of the academic day
- Disinfecting work and dusting shelves weekly

Education and/or Experience – High School Diploma or a general educational development certificate, 30 credit hours from an accredited college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.