

# MSMS Classroom Assistant Job Description

May Sands Montessori School is a public charter school in Key West, Florida With VPK through 8th Grade programs. May Sands Montessori opened in 1998 and has been serving children of the lower Keys community ever since. May Sands is committed to creating a diverse and high quality learning environment for students of all abilities to reach their full potential. The Montessori Assistant Teacher will work directly with the Lead Montessori Teacher and will assist in establishing and maintaining a harmonious classroom.

Assistant teachers will collaborate with the Lead Montessori Teacher to prepare and maintain an orderly, attractive, and joyful environment. They provide another pair of observant, attentive eyes and ears to the classroom. Assistant Teachers are also crucial in modeling courteous and respectful behavior as well as contributing to the warm, supportive, and calm atmosphere that is the hallmark of an authentic Montessori environment.

## Working relationships

Administrative Staff  
Staff  
Families  
Students  
Volunteers

## Prime functions

- Maintain the Montessori Classroom environment
  - Assist in establishing and maintaining the Montessori classroom culture, paying particular attention to the needs of the students.
  - Prepares and maintains the environment, observes behaviors, models grace and courtesy, preserves and protects lessons, and assists in the development of independence.
  - Monitor the environment to make sure students aren't overwhelmed and anxious.
  - Engage students within the classroom by interacting and thinking about what is happening around them.
  - Clean-up of the classroom by ensuring that it is always tidy.
- Provide support to the Lead Montessori Teacher
  - Carefully observes and keeps records on each student's individual progression through the classroom, always being available to offer gentle guidance.
  - Assists individual students in performing activities initiated by the teachers in small group or one to one setting.
  - Repeat what the teacher said and re-explain each step of an assignment.
  - Supervise children in the hall, lunch area, playground, and/or extended day programming.
  - Inform the lead teacher of any classroom difficulties including discipline, health, equipment needs, repair, and maintenance.
  - Assist in preparation/production of instructional materials.

- Perform clerical tasks, i.e. typing and duplicating.
  - Work with the teacher to develop classroom schedules, modify materials.
  - Assist teacher in observing, recording, and charting behavior.
  - Implement behavior management strategies and plans.
  - Meet regularly with the lead teacher to discuss goals for the class and individual students.
  - Share all information from parents with the lead teacher.
  - Assist in organizing field trips
  - Read aloud or listen to children read
  - Hand out papers and collect paperwork
  - Assist with supplementary work for advanced pupils
  - Supervise free play activities
- Provide support to the Special Education Teacher
    - Supports the students' Individual Education Plan (IEP.)
    - Carry out instructional programs as designed by the special education teacher.
    - Reinforce learning in small groups or with individuals while the special education teacher works with other students.
    - Provide personal care assistance.
    - Hear requests for help, observe learning difficulties of pupils, and report such matters to teachers
- Function as a part of the School Team
    - Participate in weekly staff meetings, school events, and conferences.
    - Keep information confidential.
    - Be professional and positive in all dealings with students and parents.

### **Qualifications**

- Be at least 18 years of age
- Have a high school diploma
- Have demonstrated ability to work effectively under the direction of others
- Have demonstrated ability to work cooperatively with others
- Have willingness to assume any responsibilities appropriate for the position
- Ability to adapt to the changing needs of children and the school environment
- Passion for Montessori philosophy, combined with excellence in communicating this philosophy to parents and other community members, preferred.
- Outstanding classroom management that relies on positive and proactive reinforcement of high behavioral standards.
- Ability to work collaboratively with students, families, and other staff members.
- High expectations for all students regardless of their background.
- Growth mindset and ability to accept and implement feedback.
- Willingness to place student achievement as the highest priority.
- Self-reflective with a drive to continually grow as a teacher.
- Willingness to work hard and the flexibility to work through start-up challenges.

