



Peaceful. Positive. Powerful.

Job Description Classroom Assistant

To assist the Lead Teacher in administering a traditional Montessori curriculum which fosters the education of students, while respecting and accommodating each student's individual and developmental needs. To help provide arrangement of the classroom environment and leading of individual or group lessons in a manner which implements a whole-child approach, considering the intellectual, physical, creative, and social dimensions of each student. To support the mission, goals, and key components of RiverRun Montessori, including the Employee and Program handbooks.

Classroom Assistant duties include but are not limited to:

Classroom

- Manage arrival and dismissal of students as a calm Montessori activity
- Review each student folder for notes to and from home
- Guide students as needed in choosing appropriate works, replacing works with all their parts in their proper areas
- Foster students' concentration by protecting working students from interference by others
- Manage the classroom during class time so that the Lead Teacher can spend a reasonable amount of time giving undisturbed individual or small group lessons
- Conduct individual and/or group lessons as requested by the Lead Teacher
- Assist the Head directress in communicating and maintaining ground rules and limits for appropriate behavior quietly through demonstration, positive suggestions in a firm but gentle manner
- Maintain a classroom environment that is clean, neat and orderly by daily light cleaning of food preparation areas, tables and sink, dusting shelves weekly
- Check bathrooms for cleanliness daily
- Keep classroom materials, paper, sharpened pencils, etc. freshly stocked for the student's use
- Copying, cutting and laminating as needed
- Supervise indoor/outdoor play time and lunch
- Assist with phone calls, emails
- Work collaboratively with the Resource Teacher(s)
- Act as Lead Teacher in her absence of less than 2 hours
- Demonstrate appropriate and professional behavior, emotional maturity and stability as well as the ability to relate respectfully and joyfully to children
- Act throughout the day as a role model of grace and courtesy

School

- Confer with Lead Teacher and Board Liaison as requested or as needed
- Observe potential students during pre-admission visits and provide feedback to Head Directress
- Assist in maintaining organization of the office files and storage areas
- Assist with preparation of AMS affiliation and/or accreditation procedures

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Parents

- Refer all parent concerns to the Lead Teacher

Community

- Foster interest in the greater community among children
- Support “going out” trips
- Work with Lead Teacher to identify and implement activities fostering on-going relationships between students and community groups
- Participate as requested in community building activities, including but not limited to:

Open Houses
Parent Teacher Conferences
Classroom Events
School Fundraisers

Other

- Attend professional development seminars
- Attendance at staff meetings as requested
- Observe other Montessori or non-traditional schools once per year
- Maintain Child CPR and First Aid certification