

# Richard McKenna Charter Schools

Title: Classroom Teacher Assistants

Reports to: Lead Teacher

Compensation: Starts at \$15.00 per hour.

The role of the Montessori Assistant is to assist the Lead Teacher in preparing and maintaining the environment in which the Montessori approach to education is implemented. Key Duties and Responsibilities Work collaboratively with staff to develop and implement a curriculum that follows the Montessori philosophy. Represent the school mission, vision and goals to parents and members of the community in a positive and supportive manner.

Assist Lead Teacher to prepare and maintain a clean, orderly and attractive Montessori classroom.

- Engage students in maintaining the indoor and outdoor environment as appropriate.
- Care for materials, keeping them complete, clean, beautiful, and accessible to children.
- Keep environment, storage area and supplies clean, neat and organized.
- Regularly rotate, update and expand materials to correspond to student needs.
- Make, repair and/or replace classroom materials as needed.

Share responsibility for the daily safety, well-being and supervision of students. Demonstrate respect, kindness and rapport with all students.

Assist Lead Teacher to prepare for Parent Gatherings parents in the fall and spring of each year.

Assist in preparing written student evaluation of each child's academic, social, and physical development to share with families during conferences. Respond promptly and professionally in communication with parents and staff.

Attend and participate in staff meetings, school events, field trips and training opportunities.

Assist with parent education and outreach, including monthly newsletter articles, blog posts, and parent education workshops.

Adhere to professional standards as an educator for the purpose of maintaining quality and excellence. Work with other staff to maintain professional relationships of support and respect.

Complete an annual evaluation and review with the Lead Teacher and Administration.

Be responsible for annual continuing education and professional development requirements.

Report all accidents or unusual situations to Directress and submit a dated Accident Report in student file.

Notify administration in a timely manner of personal or professional difficulties with school, families, students or staff, and work with them to resolve such problems.

#### Supervision

The Montessori Assistant shall perform his/her duties subject to the general supervision and direction of the Lead Teacher, and shall abide by all reasonable rules, regulations and policies set forth in the Student and Staff Handbooks.

Character Qualities All staff members strive for the following characteristics in their work: excellence, competence, innovation, collaboration, respect, resourcefulness, flexibility and accountability.