



TITLE: Full-Time Environment (Classroom) Assistant

QUALIFICATIONS:

- At least 18 years of age
- A high school diploma or equivalent
- Education, Pre-School, or Childcare background a plus

TERMS OF EMPLOYMENT:

- Full-time position, year-round position. Hours are generally 8:30-4:30 Monday-Friday.
- Hourly compensation to be established by the Head of School

REPORTS TO: Directress (Teacher)

JOB GOAL: To assist the Directress in meeting the students' physical, cognitive, and emotional needs with Montessori principles. Contribute to a positive, welcoming community deeply committed to educating children 18 months to 6th grade.

RESPONSIBILITIES:

- Prepare the environment in keeping with Montessori principles
- Model desirable behavior to staff and students
- Willingness to gain knowledge of Montessori philosophy and support the school's mission and philosophy
- Explore various options for early childhood education training
- Take appropriate measures to ensure children's safety
- Give prompt attention and immediate feedback to each child
- Assist in daily cleaning as directed
- Exercise initiative and conduct responsibilities related to the daily routine in an efficient and caring manner
- Assist with record keeping (daily reports, incident reports, observation notes, child observation reports)
- Clear communication with Directresses regarding students
- Maintains a high sense of confidentiality
- Supervise students during snacks and meals, playtime, rest time
- Abide by the policies and procedures established by the Board of Trustees
- Attends in-service days, team meetings, the Back-to-School Picnic, Open House, & Spring Fling

BENEFITS: Employees of Canton Montessori School are eligible for benefits, including tuition discounts for children attending Canton Montessori School. Additionally, employees may be eligible for medical benefits, paid time off, and retirement plan contributions.