



GOODWATER MONTESSORI

Public Charter School

Classroom Assistant

General Description

The Classroom Assistant assists the Guide as instructed. The Assistant helps maintain the beautiful classroom materials ensuring they are clean, complete in number, and good working order. The assistant ensures the safety of the children in all environments.

Reports to: Montessori Instruction and Curriculum Coordinator

Number of Days: 179 in the school year

Essential Knowledge and Skills

- Ability to maintain quiet order in a classroom.
- Comfortable working with children of all ages.
- Ability to take direction and follow through on instructions and plans.
- Commitment to working collaboratively with educators.

Duties and Responsibilities

- Consistently perform in support of Goodwater Montessori's mission, vision, and values.
- Model exceptional character and ethical standards at all times.
- Order: Have a thorough understanding of the classroom materials and expectations of how they are maintained per the Guide's instruction.
- Freedom with Limits: Understand through training the importance of the children's independence and freedom with limits.
- Observation: Observe the children while they work and know when to assist as needed. Maintain student confidentiality.
- Work cooperatively in the classroom, assisting the Guide as directed.
- Assist the learning of students as directed by the Guide.
- Oversee the safe movement of students from one location to another throughout the school and campus.
- Oversee the maintenance, cleaning, and organization of classroom materials.
- Oversee the care and health of classroom animals.
- Oversee and direct the delivery of the classroom snacks (per the Guide's instruction).

- Assist the Guide in preparing and repairing classroom materials.
- Assist Guide in any clerical duties and student data reporting functions.
- Maintain a positive attitude of cooperation and collaboration.
- Communicate regularly with the Guide
- Assist in overseeing students as they use online learning platforms
- Other duties as needed.

Education and Work Experience

- 1+ years working with children in an educational setting
- Bachelor's Degree in Education preferred
- Proficiency in a second language preferred
- Familiarity with Montessori Education preferred

Job Type: Full-time