Assistant Teacher
Job Description

Responsibilities for Assistant Teacher

Specific Responsibilities of an Assistant Teacher:

- Support the Lead teacher during the morning’s uninterrupted work cycle in accordance with Montessori teaching and learning philosophies.
- Assist the Lead Teacher in the preparation and maintenance of the prepared Montessori environment.
- Prepare and maintain a clean classroom environment, refill supplies, and properly store supplies on a daily basis.
- Share questions and observations concerning the students with the Lead Teacher on a timely basis.
- Assist with the maintenance of classroom attendance and student’s daily works records.
- Assist the Lead Teacher in completing weekly classroom newsletter and biannual progress reports.
- Meet with the Lead Teacher on a weekly basis to discuss students’ progress, curriculum and other classroom needs.
- Assist the Lead Teacher during outside time.

Overall Responsibilities:

- Demonstrates knowledge and experience of working with children between three and six-years of age.
- Understand and promote the school’s mission, vision, objectives, and policies.
- Understand safety and physical well-being of the children is our primary responsibility.
- Maintain knowledge of, and adhere strictly to relevant facility, local, and state procedures.
- Attend staff meetings.
- Pursue professional development opportunities.
- Participate in events and projects including socials, open houses, annual auction and parent/community outreach events.