

Employee: Name:

Employer: Church Universal and Triumphant

## **JOB TITLE: MONTESSORI ASSISTANT TEACHER**

**Reports to: Family and Youth Manager**

**Job Status: Hourly and Non-exempt 30 hours**

### **I. SUMMARY**

The Montessori assistant teacher actively supports the lead teacher in a Montessori classroom by preparing the learning environment, observing children's progress, assisting with individual lessons and activities, maintaining classroom order, and ensuring all students receive a high-quality, individualized learning experience, while upholding the core principles of the Montessori philosophy. Supports in providing a nurturing environment for students ages 2 ½ - 6 to learn and grow at Summit Learning Tree – Montessori School. Assists Family Ministry conference projects and Day Camps.

### **II. GENERAL DUTIES AND RESPONSIBILITIES**

- A. Culture:** To build Maitreya's Mystery School's culture successfully, employee diligently completes assigned duties with a balanced disposition. Adapts to continuous workplace changes.
- B. Team:** Works competently as part of a team. Complies with the Team Leader's direction and measurable goals. Effectively collaborates with other teams in solving problems.
- C. Performance Evaluations:** Implements "Current Year Goals" and suggestions outlined in the periodic "Staff Performance Review Form".
- D. Schedule:** Reports to work on time and uses time wisely while on duty.
- E. Reports:** Provides reports to the Team Leader as requested and on time.
- F. Storage:** Participates in the annual cleanup and maintenance of team's storage areas, including physical and digital storage.
- G. Standard Operating Procedures (SOPs):** Complies with written SOPs for the team's tasks and processes.

### **III. SPECIFIC ROLES AND RESPONSIBILITIES**

**MONTESSORI TEACHER ASSISTANT - performs other duties as assigned**

**Preparing lessons:** Assists the lead teacher in preparing activities and lessons for the day.

1. **Monitoring students:** Observes children as they work and play, and records notes about their progress.
2. **Working in the classroom:** Presents Montessori lessons daily in the classroom. Works with individual students and small groups and leads activities with help from the lead teacher.
3. **Supporting students:** Develops a positive relationship with each child and helps them develop self-esteem and self-discipline, and guides them toward independence.
4. **Maintaining the classroom:** Ensures the classroom environment is clean, tidy, well-organized, attractive and safe and conducive to the optimal growth and development of children.
5. **Observing each child daily:** Assess skills, interests and needs and uses this information to facilitate learning and growth.
6. **Filling in for the teacher:** Steps in for the teacher if they are absent.
7. **Assisting in parent meetings:** Assists the teacher in conducting staff/parent meetings.
8. **Participating in team meetings:** Joins team meetings and staff development during work hours.
9. **Studying:** Studies E.C.P (Early Childhood Project) online training courses during work hours to meet school licensing requirements.
10. **CPR, First Aid, Background checks, fingerprinting and Mandated Reporter training are required.** Training can be arranged for candidates who do not hold these qualifications.

#### **IV. EDUCATION AND WORK EXPERIENCE**

- A. Certified and experienced Montessori teacher having completed an internship. Bachelor's or associate Degree or High School Diploma preferred.
- B. Minimum of 2 years' experience in working with children ages 2 ½ - 6.
- C. Experience in working with parents.

#### **V. KNOWLEDGE, SKILLS, AND COMPETENCIES**

- A. Exhibits exceptional service-oriented, positive, and collaborative skills in a team environment and throughout the organization.
- B. Detail oriented, highly organized, independent, and resourceful with a drive to produce optimum results under minimal supervision.
- C. Proven ability to make decisions and solve problems effectively.

- D. Ability to multi-task, maintain accurate data, plan, and prioritize/implement multiple projects simultaneously. Exhibits outstanding skills in managing time and projects.
- E. Excellent English language communication skills--written, verbal, and active listening.
- F. Ability to maintain equilibrium in demanding situations and with fast-paced, evolving environments.
- G. Exhibits a high level of integrity. Proven ability to protect confidential data.
- H. Proficient with Microsoft Office Suite, email, internet navigation, and ongoing file management, Knowledge of social media is desired, but not required.
- I. A strong, well-rounded knowledge of the Teachings of the Ascended Masters.

**VI. ACCOMMODATIONS:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

**VII. BENEFITS:** Full-time employees (30+ hours per week) are eligible for the employee Health Plan, Life Insurance, and Paid Time Off benefit--includes vacation, sick leave, paid holidays, and 401(k). Human Resources has additional benefit information.

**VIII. OVERTIME:** Employees in a non-exempt status who work over 40 hours in one week and/or work on legal holidays are entitled to overtime compensation. Legal holidays observed include--President's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and that Friday, Christmas Day, and New Year's Day.

**IX. LEGAL HOLIDAYS:** Legal holidays observed include --President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and that Friday, Christmas Day, and New Year's Day.

**APPROVAL**

The Manager's signature below indicates that this job description is approved.

\_\_\_\_\_ Date

The employee's signature below indicates the employee's understanding of the requirements, essential functions, and duties of this position.

\_\_\_\_\_ Date: \_\_\_\_\_