

Classroom Assistant

The Classroom Assistant aides the Guide/Lead in preparing and maintaining the environment in which the Montessori approach to education is implemented. Training and certification requirements exist. Responsibilities include, but are not limited to:

- Supports the work of the Guide/Lead.
- Assists the Guide/Lead in preparation and maintenance of the prepared Montessori environment as directed.
- Is directly responsible for cleaning the environment, refilling supplies, and properly storing all classroom supplies. Supply requirements and needs regarding this responsibility should be discussed with the Guide/Lead.
- Assists the Guide/Lead with the care and maintenance of classroom materials, including classroom dishes and laundry.
- Assists in the preparation of curriculum materials, as directed.
- Repairs materials and equipment, as necessary or directed.
- Phrases directives positively when speaking with the children.
- Works with individual and small groups of children as directed by the Guide/Lead in the classroom, and the outdoor environment.
- Shares the responsibility for the safety and physical well-being of the children at all times. The children are not to be left unattended, and the classroom ratios must be maintained on the playground as they are inside.
- Helps maintain strong relationships with the families, relationships characterized by mutual respect and goodwill.
- Helps with the maintenance of the inventory of the classroom.
- Participates in the general and overall upkeep of all-school areas and shared environments within the school.
- Helps with the maintenance of accurate classroom records, as directed by the Guide/Lead.
- Reports any and all accidents/incidents at once. Prepares written reports (according to our guidelines) stating date, time, nature of accident, action taken; written with care and warmth.
- Helps supervise children in the execution of evacuation and other emergency drills.
- Attends staff meetings, continuing education classes, and other school related events as required/requested by the school.
- Shares questions and observations with the Guide/Lead.
- Initiates growth and change in their own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn. Maintains professional development requirements through Oregon Registry Online.
- Notifies the Head of School immediately of personal and professional difficulties with children, families, or staff. Documents these incidents as needed.
- Protects the privacy and peace of the children at work.
- Aid children in the bathroom, when necessary (not giving more help than needed)
- Encourage children to be involved in setting up and cleaning the environment.
- Collaborates with colleagues and the school's leadership in the design and implementation of innovation within the context of the school's overall program and mission.
- Models integrity, curiosity, responsibility, creativity, accountability, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.