

# MONTESSORI SCHOOL OF MAUI

## TEACHER'S ASSISTANT

### JOB DESCRIPTION

**POSITION** Teacher's Assistant

#### DESCRIPTION

The role of the Teacher's Assistant is to support the Lead Teacher in preparing and maintaining the classroom environment and curriculum in concordance with the Montessori principles of education. The Teacher's Assistant is directly accountable to the Lead Teacher. Because each classroom has detailed needs, the Lead Teacher will outline the specifics of tasks and responsibilities.

#### QUALIFICATIONS

- High School Degree &
- Must meet State of Hawaii Requirements:
  - CDA credential and six (6) months experience, OR
  - AA Degree and Certificate in Early Childhood Education with six (6) months experience, OR
  - Two (2) years college coursework (60 credits) plus six (6) months in an early childhood program and nine (9) college credits in Child Development/Early Childhood training courses

#### RESPONSIBILITIES

*The following items are in addition to specific tasks assigned by the Lead Teacher or the Head of School*

- Support the Lead Teacher you are working with. Ask for clarification, explanations or directives that enable you to provide continuous support
- Prompt arrival and excellent attendance are crucial. Any anticipated tardiness or illness must be reported to the Lead Teacher and the Business Office Manager as soon as possible so that appropriate staffing of the program is assured
- Responsible for the safety and physical well-being of children, who must be supervised at all times. Must be capable of independent supervision of the children whenever so directed by the Lead Teacher
- Be vigilant when supervising children on the playground. Keep in mind safety, enforce the ground rules of the playground and always position yourself so that you can see the children clearly
- Remain calm and in emotional control while with the children. Model appropriate interactions, language and behavior. Relate to the children with courtesy, respect, acceptance and patience
- Responsible for the cleanliness and upkeep of the Prepared Environment. This may include, but not be limited to: dusting, wiping shelves and materials, laundry, cleaning spills, helping to care for classroom pets, restocking supplies, straightening activities and tidying work areas, etc..
- Ability to support the students in their learning activities while refraining from doing for the child what the child can do independently
- Responsible for helping with weekly uku (head lice) checks as directed by the Lead Teacher
- Responsible for the preparation and repair of materials as directed by the Lead Teacher
- Must politely and tactfully refer any parental inquiries about a child directly to the Lead Teacher
- Attend all school-sponsored events as agreed upon with the Head of School
- Participate in a regularly scheduled meeting/classroom review with the Lead Teacher
- Maintain confidentiality in alignment with the school's policies and procedures
- Possess ability to lift 50 pounds from floor to chest, squat, kneel and stand multiple and, often, prolonged periods of time
- Assist in scheduled coverage of Morning Care and Aftercare