

# MARIN MONTESSORI SCHOOL

## Job Description

**Job Title: Elementary Assistant**

**Program/Department: Elementary**

**Reports To: Level Director, Elementary**

**FLSA Status: *Non-Exempt***

### **Summary**

The Elementary Classroom Assistant supports the classroom community as guided by the Lead Guide and Level Director. Primarily focused on the safety and well-being of the children, the Elementary Assistant observes the classroom and the children and relates his/her observations to the Guide. The Elementary Assistant also supports the maintenance of the classroom environment; these tasks include cleaning as needed and replenishing and replacing consumable materials (sponges, pencils, paper for academic materials, non-toxic polish, paper products, reusable cloths, etc.). The Elementary Classroom Assistant supervises lunch and playtime, ensuring the physical and emotional well-being of the children during these dynamic times of the day.

The Elementary Assistant reports to the Guide and Level Director to ensure that the lines of communication are clear in the classroom and that all support is received to make the classroom experience positive for all. When all learning community members are respected and supported, the best outcomes can be achieved.

### **Essential Duties and Responsibilities**

- ❖ Preparing and maintaining the classroom environment
- ❖ Material making
- ❖ Observation of students
- ❖ Listening to and supporting student reading practice
- ❖ Playground and lunch supervision
- ❖ Periodically driving students to the library, pet store, and other local sites
- ❖ Communicating clearly and timely with classroom Guides

### **Administrative Tasks**

- ❖ Be punctual and assist in the classroom during assigned work hours.
- ❖ Support the swift clean-up of offices or shared spaces.

- ❖ If you contribute food to the crew kitchen, please clean up the snacks during the day to maintain a tidy space.
- ❖ Fill out and distribute injury forms as required.
- ❖ Attend assistant meetings as required.
- ❖ Attend Back to School Night.
- ❖ Although not required, it is encouraged that you attend Parent Education Night(s). Parents appreciate meeting informally with all crew members, and it affords an opportunity to learn more about Montessori principles and practices.
- ❖ If you have any concerns, communicate clearly and in a timely manner with the appropriate person. Proactive communication is part of the MMS culture.

### **Parent Partnership**

- ❖ Be friendly and greet all parents.
- ❖ Refer any comments and concerns parents express to the Guide or appropriate Director.
- ❖ The guides are responsible for informing the parents about the child's progress and behavior. If a parent questions you about any matter concerning the child, politely decline and refer the parent to the Guide for more information.

### **Preferred Experience, Qualifications, and Attributes:**

- ❖ Bachelors' Degree
- ❖ A collaborative and flexible approach to working with colleagues
- ❖ Excellent verbal and written communication skills
- ❖ Must have a valid California driver license with no points
- ❖ Must be able to lift and carry 40 pounds