



This position is for a Montessori Assistant.

Wildflower has one staff meeting per week, one parent education night per month, and one professional development day per month.

### Compensation

- \$20-\$25/hr (based on certifications and experience)

### Hours

School day for children is 2:30-5:30 pm. Assistant hours reflect before and after school preparation.

- Monday through Friday: 2:30-5:30 pm (15 hrs)
- Weekly Team Meeting (1)

### Roles and Responsibilities

\*Roles and responsibilities are in continuous flux; there is room to change, subtract, and/or add accountabilities. An example of this would be if someone felt passionate about creating a summer program, vacation care, or after-school program, there could be room to take the role on.

### The role of the Montessori Assistant includes but is not limited to:

- Daily responsibility for safety and supervision of all children. This includes in the classroom, on walks to public (city) playgrounds, and at the playground.
- Daily preparation and maintenance of the environment
- Maintaining EEC staff folder
- Willingness to learn about Montessori philosophy
- Ability to help children with toileting and napping, as necessary
- Overall knowledge and maintenance of the basement storage area in support of classroom
- Ability to uphold firm (and kind) limits with all children
- Ability to uphold consistency of limits in support of lead guide
- Ability to manage small group of children
- Commitment to personal growth and development

- Participation in daily check in
- Participation in monthly team coaching
- Commitment to honest and respectful communication with team
- Cultivation of awareness of your own need for support
- Willingness to ask for support when needed
- Willingness to ask for clarity when necessary
- Willingness to develop grace with “errors”, your own and those of others.

| ROLE                 | PURPOSE                                                                                                 | ACCOUNTABILITIES                                                                                                                                                                                                                                                                                          |
|----------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Montessori Assistant | To support Lead Teachers and a beautiful learning environment for the children, families, and teachers. | Support a consistent “way of being” for the children that can be carried out in both the morning and the afternoon, help maintain the beautiful Montessori environment, share observations of the classroom and children, and participate in staff meetings, professional development, and school events. |
| Communications       | To help support Leads in communication with the school community.                                       | Since there will be a morning Lead Guide and an Afternoon Lead Guide, we will create a system together to best communicate with parents about a child’s day.                                                                                                                                              |
| EEC protocols        | To upkeep EEC licensing status.                                                                         | To maintain your personal staff folder. Have knowledge of Individual Health Care Plans, Accident reports, etc). To upkeep certain required EEC postings at the school.                                                                                                                                    |
| Community and Equity | To create an Anti-Bias Anti-Racist learning environment and to honor the humanity of all people.        | To continue racial identity work on an individual basis, and bring the work to both other staff members and to our school community. To help support an experience of liberatory education in our environment.                                                                                            |
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Wildflower Montessori does not exclude or otherwise discriminate against any person on the basis of race, color, national origin, religion, cultural heritage, political beliefs, marital status, sexual orientation, gender identity, or disability.