

# Montessori Program Assistant

## Job Description



At Montessori Life we understand the importance of a safe and supportive work environment. When our team members are supported, they are free to give us their best! A program assistant is a dynamic role that is crucial to the flow of the program. The Program assistant bridges gaps and helps our program to run more efficiently. [This role is a part time role with an average of 24 hours/week.](#) The schedule is generally Monday – Thursday 12 – 4:30 with rotating Fridays. There are some days that you may be asked to come earlier to support special events or team schedule changes.

To be a successful Program Assistant, you should be a lifelong learner who inspires a love for learning in our students. Outstanding candidates can demonstrate critical thinking skills, perseverance, patience, efficiency, and a commitment to excellence.

**Program Assistant Responsibilities** (Please Note: *This list is not exhaustive. Other items that support the needs of the program may be included*)

### Educational Environment

- ☐ Observing, guiding, and supervising children while they learn in the classroom environment.
- ☐ Substituting for team members that may be absent for the day (both classroom and administrative assistant)
- ☐ Assisting team members with lunch break rotations
- ☐ Supporting preparation of lessons and shelf works as needed by the lead teacher.
- ☐ Assisting students with toilet training
- ☐ Maintaining a safe and clean environment as it relates to student eating areas and outdoor classrooms.
- ☐ Establishing rapport and building relationships with students based on trust.
- ☐ Setting an excellent example for students by demonstrating honesty, accountability, understanding, tolerance, respect, love, and kindness.
- ☐ Ensuring classroom supplies and equipment are available and in working condition.
- ☐ Pursuing opportunities for personal growth, professional development and knowledge related to the Montessori approach.
- ☐ Participating in school activities and monthly team meetings.

### Program Environment

- ☐ Cleaning teacher's lounge
- ☐ Organizing supply room and curriculum resources
- ☐ Ensuring guest bathrooms are clean and stocked for use.

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### Program Assistant Requirements:

- ☒ High School Diploma and any of the following:
  - Certificate in Early Childhood Education
  - Prior experience in a childcare center
  - College coursework
- ☒ Willing to pursue and complete Montessori Certification.
- ☒ An ability to teach groups of children of varying ages, needs, and abilities.
- ☒ Ability to spend 100% of work time standing or moving about classrooms.
- ☒ Physical activities including bending stooping, lifting, climbing, carrying, walking and or reaching on a frequent basis.
- ☒ Patience and excellent observational, communication, and diagnostic skills.
- ☒ The ability to multitask, keep calm under pressure, and treat everyone with love and respect.
- ☒ Excellent planning and organizational skills.
- ☒ A lifelong learner who can be a good role model for children.