

## Classroom Assistant- Job Description

**Now hiring a part-time Classroom Assistant for a vibrant, rural Primary Montessori program for children aged 3-6 years in Petersham, Massachusetts.**

The Petersham Montessori School is looking for a bright, open and honest person, who either has experience with, or is open to learning about, the Montessori method of education, and then assisting the teachers in fostering a genuine Montessori classroom. This position will include professional development and has potential for advancement at the school.

Montessori is a method of education that educates the whole child, based on self-directed activity, hands-on learning and collaborative play. Montessori is a child-centered educational approach based on scientific observations of children from birth to adulthood, developed by Dr. Maria Montessori. The Classroom Assistant position will assist the Head of School and Lead Teacher in successfully implementing the Montessori curriculum.

### **Duties include:**

- Assisting children with physical needs, i.e. with their belongings upon arrival, getting dressed to go outside, cleaning up after them in the bathroom if needed
- Preparing and maintaining the cleanliness and function of the Montessori classroom, i.e. setting up the classroom for the day, helping set-out snack, cleaning up after morning session in preparation for afternoon session
- In keeping with Montessori curriculum, observing children in the classroom as they move through jobs and lessons during the day, and offering guidance as needed
- Act as role model for children in the classroom by using soft voice, and slow, deliberate movements
- As a tone-keeper during the Gathering, again as role model for children
- Monitor children during outside playground time
- Other duties as assigned by teachers

### **Qualifications:**

- High school diploma required
- Professional or Academic experience in early childhood education
- Familiarity with Montessori preferred
- A love for children
- Experience working in small teams
- Excellent communication skills
- CPR/First Aid Certification
- Must pass a background check (CORI)
- Reliable transportation

### **Position Details:**

- Hours are 8:15am - 2:45pm, Monday through Friday (approx. 32.5 hours per week)
- Start date mid-August 2023, school year duties end in June 2024 - **for the right candidate, job could start immediately**
- Pay range \$16.00- \$17.00 COE

To apply, please send a resume and cover letter to [hirng.petersham.montessori@gmail.com](mailto:hirng.petersham.montessori@gmail.com) by April 1st, 2023.