



JOB DESCRIPTION: ASSISTANT TEACHER

Montessori School of Evergreen (MSE) is a non-profit day school serving students Toddler – Eighth Grade. MSE is dedicated to its mission of inspiring a lifelong love of learning in each student through meaningful, dynamic, and innovative experiences. MSE is fully accredited by both the American Montessori Society and the Association of Colorado Independent Schools.

The following outline is intended to be a list of basic responsibilities for the Assistant Teacher position at MSE. Duties include but are not limited to the written contents of this document.

Job Summary

Montessori School of Evergreen's mission is to ignite a lifelong love of learning within each student. We provide meaningful experiences that fully engage young minds in the pursuit of academic excellence, self-reliance and the determination to contribute to our rapidly changing community and world.

MSE Assistant Teachers maintain and contribute to an exceptional learning environment by preparing and maintaining the classroom environment. Assistant Teachers participate fully in the life of the school. This includes attending faculty meetings and collaborating with a team in a mission-driven environment. The Assistant Teacher reports directly to the Lead Teacher of the classroom.

Responsibilities

Learning Environment

Creates a nurturing, respectful, and safe learning environment (together with the Lead Teachers) that responds to the needs of each student.

- Creates materials and gives individual and small group lessons as directed by the Lead Teacher.
- Assist in maintaining the curriculum under the direction of the Lead Teachers in accordance with Montessori School of Evergreen's curriculum guidelines and best practices.
- Supports Lead Teachers in the process of developing and sharing classroom activities to meet developmental and academic objectives.
- Uses constructive feedback from the Lead Teacher and Director to improve the classroom environment.
- Develops, maintains, and implements a classroom maintenance schedule with Lead Teacher, including but not limited to items such as cleaning the shelves and materials and repairing materials.
- Assists in planning class events.
- Assists in record keeping for the classroom and students as directed by Lead Teachers.
- Maintains a positive attitude and open communication with Lead Teachers.
- Develops a plan with the Lead Teacher for sharing class preparatory responsibilities.
- Assists students in the transition to, and operation within co-curricular classes and other school programs, including supervision of students for off campus activities



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- Uses constructive feedback from Lead Teacher to improve teaching, curriculum, classroom environment, and addresses individual student needs.
- Participates in scheduled meetings with the teaching team to discuss/review classroom environment, students and create plans.
- Obtains training in Montessori Philosophy as well as lessons that the Lead Teacher trains the assistant to deliver. Observes the Lead Teacher to be sure that lessons are given accurately.
- Provide after-care supervision daily
- Provide childcare to staff and during in-service days

Student and Family Support

Ensures that students are meeting developmental level expectations and to collaborate with parents and Lead Teachers to help increase student achievement.

- Supports Lead Teacher in parent-teacher conferences two times a year to provide feedback on students' developmental progress.
- Records parent conferences (if desired by Lead Teacher) and provides input when needed.
- Supports the Lead Teacher in preparing necessary level specific progress reports for all children in the classroom.
- Participates in discussion with Lead Teachers, Division Director and other classroom faculty regarding the successful transition of children from level to level.
- Engages in Child Study (Learning Resource Team) process by contributing information on child development and behavior.
- Carries out appropriate and positive discipline as established by Lead Teachers and School.

Professional and Personal Growth

Models lifelong-learning and meets MSE professional development requirements.

- Attends and reports on at least two professional development workshops inside or outside of school. Workshops may include the yearly area Montessori association conference and/or the AMS Conference. All requests for time off should be placed with your supervisor in a timely manner.
- Creates yearly professional and personal goals to be discussed with the Dean of Education and shared with Lead Teachers.
- Participates in the Child Study process.

Administrative

Assist in the efficient and effective management of the School.

- Demonstrates professionalism in every aspect of the job and adheres to AMS guidelines and professional standards. Practices the use of confidentiality in all situations as outlined in the MSE Employee Handbook.
- Follows protocols for managing information (i.e. attendance) and completing requests (i.e. purchase orders, supplies, personal days), etc., as further detailed in the MSE Employee Handbook.
- Supports Lead Teachers in meeting all school deadlines.



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- Attends Division meetings (as needed) and all faculty meetings.
- Joins a school committee.
- Maintains open communication with Administration and colleagues.
- Voices concerns in a timely and positive manner when seeking help from Administration.
- Maintains and updates their staff file with all necessary paperwork for licensing and job requirements.

Required Qualifications:

- Commitment to, and interest in, the Montessori philosophy
- Ability to work collaboratively with faculty to enhance curriculum and community
- Strong ability to multi-task and keep to a schedule
- Commitment to professional development and best practices in education
- Understanding multi-age learning environments
- Commitment to meeting the needs of each child

Additional Qualifications:

- BA/BS degree
- AMS/AMI assistant teaching credential or matriculating Montessori training program students are encouraged to apply
- Education experience in a variety of instructional methods

Benefits:

- Competitive, independent school salaries - click the links for [MSE's Salary Bands](#) and [Benefits At a Glance](#)
- Full benefits package including healthcare, PTO and retirement
- Extensive, professional development opportunities
- Tuition reimbursement for eligible employees seeking Montessori Certifications
- Tuition remission opportunities for MSE enrolled students of staff

Compensation is commensurate with experience and education. MSE is an equal opportunity employer. Please email a letter of interest, resume, and references to [hiring@montessori-evergreen.org](mailto: hiring@montessori-evergreen.org).