



# Steamboat Springs Montessori

PO Box 775104 • Steamboat Springs, CO 80477 • (970)-879-8108 • [www.ssmontessori.org](http://www.ssmontessori.org)

## Part-Time Assistant Job Responsibilities

### General Responsibilities:

- The assistant teaching aide is responsible to the lead teacher and will assist in establishing and maintaining a harmonious classroom
- Act as assistant aide in the classroom in reporting directly to the lead teacher
- Will help in establishing and maintaining Montessori classroom culture, paying particular attention to the needs of students/parents new to Montessori.
- Carefully observe and keep records on each student's individual progression through the classroom always being available to offer gentle guidance,
- Participate in weekly staff meetings
- Participate in in-service training within the first month of the opening of the school
- Assist in completing paperwork and maintaining employee's files at the school
- Attend monthly board meetings as needed
- Complete necessary classes/trainings to meet the number of hours required (9) for an assistant teacher's aide

### Responsibilities to the Lead Teacher as Lead Aide

- To assist the lead teacher with the children in the learning and understanding of the Montessori method
- To be informed and carry out duties as assigned by the lead teacher
- To be familiar with the Parent's Handbook and Steamboat Springs Montessori policies
- To inform the lead teacher of any classroom difficulties i.e. discipline, health, developmental challenges of children, equipment needs, repair or maintenance
- To meet with the lead teacher to discuss goals for the class and individual students
- To take attendance, prepare for lunch and count for lunch
- Assist in collecting fees, donations, and dues for the office manager
- Compiling with weekly folders
- Act as lead assistant teacher when they are absent
- To show respect for each assistant teacher or lead teacher and for the work of each assistant teacher or lead teacher

### **Responsibilities To the Children and Parents**

- Keep all shared information confidential
- Share all questions pertaining to children's performance to the lead teacher
- Share all information from parents with the lead teacher
- Be professional and positive in all dealings with students and parents
- Observe students and discuss observations with the lead teacher

### **Responsibilities to the Child**

- Help the child help him/herself
- Help the child help others
- Help the child gain independence
- Help the child gain concentration
- Observe the child to determine if adult assistance is necessary
- Help the child when direction is needed
- Help the child follow through with his/her activities
- Help the child with social skills

### **Responsibilities to the Classroom**

- Consumables used daily are stocked and maintained
- Manage students' classroom clean-up jobs
- General clean-up of the classroom

**Absence:** In the event of an absence, the assistant teacher's aide is expected to arrange for a substitute as far in advance as possible. In an emergency, contact the teacher and the office if no substitute has been found. Notify the teacher as to the date, time and expected duration of your absence.

**Employed by:** The Board of Steamboat Springs Montessori.

**Reports to:** The Board of Steamboat Springs Montessori and the lead teacher.

**Hours:** 8:00a.m.-1:00p.m. Mon.-Thurs., 7:15 a.m. -1:00p.m. Fri. including a half-hour lunch break

**Requirements:** the assistant teacher's aide must meet the following basic requirements:

- At least 1 year experience in a Montessori primary classroom at this age level (internship could be considered to meet this criteria)
- CPR/First Aid certification
- A clear record through fingerprinting
- Knowledge of Colorado Content Standards for Kindergarten
- Have the physical capacity to work with pres-school/Kindergarten aged children (includes but is not limited to: bending, minor lifting, working on the floor)

- Assistant Teacher's Aide will dress professionally and appropriately for school and all school functions (no sweats, clothing with holes, etc...)
- Assistant Lead Teacher's Aide will maintain school hours - arrive to school on time and remain at school until the time specified in this contract
- Assistant Lead Teacher's Aide will use the specified amount of leave days or will be docked pay for additional days used