



Montessori Assistant Teacher

Job Description

Job title	<i>Montessori Assistant Teacher</i>
Reports to	<i>Educational Coordinator</i>
Fair Labor Standards Status	<i>Non-Exempt</i>

Job purpose

Penfield Montessori Academy (PMA) is a public Montessori charter school in Milwaukee, Wisconsin with Primary and Lower Elementary students . Penfield Montessori Academy is built on three pillars for success: a strong Montessori/Special Education pedagogy, Health and Wellness Services and Family Engagement. The school opened in fall of 2016 and will continue to grow to accommodate children up to 8th grade.

PMA is committed to creating a diverse and high quality learning environment for students of all abilities to reach their full potential. The Montessori Assistant Teacher will work directly with the Lead Montessori Teacher and will assist in establishing and maintaining a harmonious classroom. Assistant teachers will collaborate with the Lead Montessori Teacher to prepare and maintain an orderly, attractive, and joyful environment. They provide another pair of observant, attentive eyes and ears to the classroom. Assistant Teachers are also crucial in modeling courteous and respectful behavior as well as contributing to the warm, supportive, and calm atmosphere that is the hallmark of an authentic Montessori environment.

Working relationships

- Administrative Staff
- Staff
- Families
- Students
- Volunteers

Prime functions

- Maintain the Montessori Classroom environment
 - Assist in establishing and maintaining the Montessori classroom culture, paying particular attention to the needs of the students.
 - Prepares and maintains the environment, observes behaviors, models grace and courtesy, preserves and protects lessons, and assists in the development of independence.
 - Monitor the environment to make sure students aren't overwhelmed and anxious.
 - Engage students within the classroom by interacting and thinking about what is happening around them.
 - Clean-up of the classroom by ensuring that it is always tidy.
- Provide support to the Lead Montessori Teacher
 - Carefully observes and keeps records on each student's individual progression through the classroom, always being available to offer gentle guidance.
 - Assists individual students in performing activities initiated by the teachers in small group or on to one setting.
 - Repeat what the teacher said and re-explain each step of an assignment.
 - Supervise children in the hall, lunchroom, playground, and/or extended day programming.
 - Inform the lead teacher of any classroom difficulties including discipline, health, equipment needs, repair, and maintenance.
 - Assist in preparation/production of instructional materials.
 - Perform clerical tasks, i.e. typing and duplicating.
 - Work with the teacher to develop classroom schedules, modify materials.
 - Assist teacher in observing, recording, and charting behavior.
 - Implement behavior management strategies and plans.
 - Meet regularly with the lead teacher to discuss goals for the class and individual students.
 - Share all information from parents with lead teacher.
 - Assist in organizing field trips
 - Read aloud or listen to children read
 - Hand out papers and collect paper work
 - Assist with supplementary work for advanced pupils
 - Supervise free play activities
- Provide support to the Special Education Teacher
 - Supports the students' Individual Education Plan (IEP.)
 - Carry out instructional programs as designed by the special education teacher.
 - Reinforce learning in small groups or with individuals while the special education teacher works with other students.
 - Provide personal care assistance.
 - Hear requests for help, observe learning difficulties of pupils, and report such matters to teachers
 - Duties will vary depending upon the age of the students as well as the nature and severity of the student's disabilities.
- Function as a part of the School Team
 - Participate in weekly staff meetings, school events, and conferences.
 - Keep information confidential.
 - Be professional and positive in all dealings with students and parents.

Qualifications

- Be at least 18 years of age
- Have a high school diploma
- Special Education Program Aide License (PI-1622) issued by WI DPI
- Be capable of physically assisting students with special needs as required (positioning, lifting, transferring, restraining, etc.) Able to lift up to 50 lbs on a daily basis
- Have demonstrated ability to work effectively under the direction of others
- Have demonstrated ability to work cooperatively with others
- Have willingness to assume any responsibilities appropriate for the position
- Ability to adapt to the changing needs of children and the school environment
- Training, instruction, or licensure in the following areas: a Bachelor's Degree in Early Childhood Special Education, Child Development or related field, preferred.
- Passion for Montessori philosophy, combined with excellence in communicating this philosophy to parents and other community members, preferred.
- Outstanding classroom management that relies on positive and proactive reinforcement of high behavioral standards.
- Ability to work with students of all abilities, but especially students with physical, emotional, and/or cognitive disabilities in an inclusive classroom environment.
- Ability to work collaboratively with students, families, and other staff members.

Performance Criteria aligned with Vision

- High expectations for all students regardless of their background.
- Growth mindset and ability to accept and implement feedback.
- Willingness to place student achievement as the highest priority.
- Self-reflective with a drive to continually grow as a teacher.
- Willingness to work hard and the flexibility to work through start-up challenges.

To Apply:

Please submit cover letter and resume to:
Human Resources
hr@penfieldchildren.org
833 N 26th St
Milwaukee WI 53233
414-345-6399 (fax)