



# Assistant Teacher

Job Description

<b>Job title</b>	<i>Assistant Teacher</i>
<b>Reports to</b>	<i>Principal, Special Education Coordinator</i>
<b>Fair Labor Standards Status</b>	<i>Non-Exempt, School Year</i>

## Job purpose

Penfield Montessori Academy (PMA) is an innovative, independent, public, urban Charter School with an inclusive Montessori framework. The Vision for (PMA), a K3-8<sup>th</sup> grade school includes: Lead with Love, Grow with Us, Better Together, Do What it Takes and Be Present.

The mission is to provide solid academic, social/emotional and health experiences for students of all abilities to be best prepared to enter high school. The pillars of the school include: Inclusive Montessori Education, Family Engagement and Health and Wellness.

PMA, established in 2016, is an inquiry and observation-based learning environment where students are guided with personalized instruction. PMA is chartered through the University of Wisconsin- Milwaukee. PMA is a membership nonprofit organization with one member, Penfield Children’s Center.

The Assistant will serve as an assistant in an inclusive Montessori classroom. Classrooms are comprised of mixed age groups. Children’s House, 3-6 years old, Lower Elementary 1<sup>st</sup>-3<sup>rd</sup> grade and Upper Elementary 4<sup>th</sup> -6<sup>th</sup> grade. The Assistant will be responsible for supervising the students while the Montessori Guide gives one on one and small group lessons. This position is responsible for guiding children to choose an appropriate work, problem solving, and maintaining a safe environment mentally and physically. The position will also be responsible for managing behaviors with the Montessori approach.

## 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.
  - Prepare and maintain the environment, observe behaviors, model appropriate and respectful behaviors, preserve and protect lessons, and assist in the development of independence.
  - Support the emotional wellbeing of students and promote a safe, open, and positive learning community."
  - Engage students within the classroom by interacting and thinking about what is happening around them.
  - Clean-up of the classroom, ensuring that it is always tidy.
- Provide support to the Lead Montessori Teacher
  - Carefully observe and keep records on each student's individual progression through the classroom, always being available to offer gentle guidance.
  - Assist individual students in performing activities initiated by the teachers in small group or one on one setting.
  - Repeat what the teacher said and re-explain each step of an assignment.
  - Supervise children in the hall, playground, bathroom (if necessary), 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
  - Supervise free play activities
- 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
- 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.
- Special Education Program Aide License (PI-1622) issued by WI DPI, or ability to obtain one at the candidates expense.
- 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.

## Core Values

- **Lead with Love** - We welcome everyone with compassion and empathy; patience and kindness. To lead with love, we look for the best in our co-workers, our families, and ourselves.
- **Grow with Us** - We celebrate our successes and learn from our mistakes. We believe there is always a better way asking questions that challenge the status quo, improve our process and make our work easier. Grow with us allows us to focus on how we can improve ourselves and, in the process, better serve the children and families in our care.
- **Better Together** - Together, we can do amazing things. Children and families trust us and depend on us to work as a team to meet their needs. We are better together when we maximize our strengths, the gifts of our colleagues and the commitment of our amazing partners.
- **Do What it Takes** - We are determined, motivated and adaptable. We solve problems. We own our work, our actions and our behaviors. We step up to help our co-workers, partners and our families. We do what it takes to get the job done right and done well.
- **Be Present** - We bring our best genuine self to everything we do. Being present allows us to bring our passion and commitment to our work to ensure the best possible outcomes for Penfield.

## What we Do

- We communicate effectively, give feedback honestly and receive it with an open mind
- We use data and processes to drive decisions
- We celebrate success and learn from our mistakes
- We work to find balance in our personal and professional life
- We provide the same care and compassion to our colleagues and ourselves that we share everyday with the people we serve

**To Apply:**

Please submit cover letter and resume to:

Human Resources

[employment@penfieldchildren.org](mailto:employment@penfieldchildren.org)

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