



**TITLE:** Full-Time Lower Elementary Environment (Classroom) Assistant

**QUALIFICATIONS:**

- At least 18 years of age
- A high school diploma or equivalent
- Education, Pre-School, or Childcare background a plus

**TERMS OF EMPLOYMENT:**

- Full-time position, year-round position. Hours are generally 8:00-4:00 Monday-Friday.
- Hourly compensation to be established by the Head of School

**REPORTS TO:** Directress (Teacher)

**JOB GOAL:** To assist the Directress in meeting the students' physical, cognitive, and emotional needs with Montessori principles. Contribute to a positive, welcoming community deeply committed to educating children in grades 1-3.

**RESPONSIBILITIES:**

- Prepare the environment in keeping with Montessori principles
- Model desirable behavior to staff and students
- Willingness to gain knowledge of Montessori philosophy and support the school's mission and philosophy
- Take appropriate measures to ensure children's safety
- Give prompt attention and immediate feedback to each child
- Assist in daily cleaning of shared space as directed
- Exercise initiative related to the daily routine in an efficient and caring manner
- Clear communication with Directresses regarding students
- Maintain a high sense of confidentiality
- Abide by the policies and procedures established by the Board of Trustees
- Attendance at in-service days, team meetings, the Back-to-School Picnic, Open House, & Spring Fling is optional but encouraged

**BENEFITS:** Employees of Canton Montessori School are eligible for benefits, including tuition discounts for children attending Canton Montessori School. Additionally, employees may be eligible for medical benefits, paid time off, and retirement plan contributions.