



Title: Lower Elementary Assistant

Position Summary

The Lower Elementary Assistant supports the Directress in maintaining a peaceful, prepared Montessori environment for children in grades 1–3. The Assistant helps foster independence, responsibility, respect, and a love of learning while supporting the daily routines and needs of the classroom community.

This position is ideal for someone who enjoys working with children, values calm and respectful communication, and is willing to learn and support Montessori principles and practices.

Primary Responsibilities

The Lower Elementary Assistant will:

- Support the Directress in preparing & maintaining the classroom environment.
- Assist children with daily routines, transitions, organization, & care of the environment.
- Encourage independence by allowing children time & space to complete tasks.
- Model grace, courtesy, respectful communication, & peaceful problem-solving.
- Supervise students during work time, transitions, lunch, recess, specials, & other parts of the school day.
- Support children with follow-through on classroom expectations & responsibilities.
- Help maintain classroom materials, student belongings, cubbies, journals, & organizational systems.
- Assist with copying, preparing materials, classroom projects, & administrative classroom tasks.
- Support student work without interrupting lessons or creating unnecessary dependence.
- Observe & communicate student needs or concerns to the Directress.
- Maintain confidentiality regarding students, families, staff, & school matters.
- Participate in staff meetings, in-service days & professional development.
- Assist with classroom cleaning, organization, & preparation.
- Help create a warm, respectful, & safe environment for all children.

Desired Qualities

The ideal candidate will be:

- Patient, calm, dependable, & flexible.
- Respectful of children & committed to supporting their independence.
- Comfortable working with elementary-aged children.
- Able to take direction from the Directress while also noticing needs & taking initiative.
- Organized & willing to assist with detailed classroom preparation tasks.
- Positive, collaborative, & professional.
- Interested in Montessori education & willing to learn more about the philosophy.
- Comfortable supporting a busy classroom with multiple moving parts.

Qualifications

- High school diploma required.
- Experience working with children preferred.
- Montessori experience or training preferred, but not required.
- Ability to pass all required background checks & meet school/state requirements.
- Ability to communicate professionally with children, staff, & families.
- Ability to sit, stand, move around the classroom, supervise outdoors, & assist with classroom materials & routines.

Schedule

- This may be a full-time or part-time position, depending on the needs of the classroom & the candidate's availability.
- This is an Academic Year position (one week before school begins and one week after school ends), with school breaks off.
- Additional hours may be offered to candidates interested in work over school breaks and the summer – those hours and responsibilities can be discussed.