



## THE CHILDREN'S HOUSE

### **JOB DESCRIPTION: Support Staff**

#### **QUALIFICATIONS:**

- Second language desirable
- Education and experience in the Fine Arts desirable
- Bachelor's Degree desirable
- Enrollment in a Montessori teacher training program approved by school desirable

REPORTS TO: Director of Operations/ Supervising Teacher

#### **DESCRIPTION - ASSISTANT:**

- The Assistant is to assist the teacher in preparing and maintaining the environment in which the Montessori approach to education is implemented.
- The Assistant is directly accountable to the teacher to which assigned.
- The Assistant is supportive of the work of the teacher.
- The Assistant's relationship with the parents is vital to the parents' feeling of security in leaving their child(ren) in our hands.

#### **DUTIES:**

- Assist the teacher in the instruction of a second language.
- Assist the teacher in the instruction of the fine arts.
- Assist the teacher in the preparation and maintenance of the prepared Montessori environment as directed.
- Assist in the dusting and cleaning of the environment.
- Refill supplies and properly store all classroom supplies. Supply requirements or needs regarding this responsibility to be discussed with teacher.
- Assist the teacher in the responsibility for care and maintenance of classroom materials, i.e. maintaining orderly environment, keeping it clean and in like-new condition.
- Assist in the preparation of curriculum materials as directed.
- Repair materials and apparatus as necessary or directed.
- Use positive language with children at all times. .
- Work with individual and small groups of children as directed by the teacher.
- Supervise classroom and playground as directed.
- Share the responsibility for the safety and physical well-being of the children at all times.
- Help with the maintenance of the inventory of the classroom.

- Help with the maintenance of current, accurate classroom records.
  - Report any and all accidents at once using standard form. Be certain the teacher is aware of the accident.
  - Understand and implement all rules and regulations as dictated by Licensing and Regulatory Affairs of Michigan and/ or The Michigan Department of Education
  - Supervise children in the execution of fire drills. The routine is to be clearly established and the building(s) exited with dispatch and order.
  - Assist in planning and implementing special school celebrations.
  - Attend staff meetings, parent meetings, annual retreat and any special meeting(s) requested by the Administrator.
  - Support classroom staff in maintaining a clean and sanitized classroom in accordance with current standards as well as recently implemented COVID-19 additions. This includes, but is not limited to, routine completion of cleaning checklists at specific intervals through the day.
- Protect the rights of the children entrusted to our care by remaining discreet at ALL times.