

Upper Elementary Assistant Teacher

Terms of employment: 10-month, full time contract. Hours typically worked on a Monday-Friday schedule. July 30th, 2024-May 23rd, 2025

Benefits: Eligible for retirement, medical, and dental benefits.

Pay Range: Based on salary schedule found [HERE](#)

Evaluation: Performance for this position will be evaluated by Site Director

Job Summary

Required Qualifications

Education

- High School Diploma or GED

Experience/Skills

- Communication, organizational, and interpersonal skills
- Demonstrated ability to educate diverse groups of children within a Montessori framework
- Dedication to professional learning

Preferred Qualifications

Education

- Degree in education field
- Montessori Assistant Teacher Certification

Experience/Skills

- Montessori experience

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, as well as other duties assigned.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Current AZ IVP Fingerprint Clearance Card is required upon hire.

Instruction

- Carry out all specific instructions, procedures, and responsibilities as outlined by classroom lead teacher
- Work with Lead teacher to prepare the classroom environment
- Work with Lead Teacher to maintain order and cleanliness of the classroom environment.

- Follow guidance from Lead Teacher and School Policy to supervise children on the playground and at lunch time
- Implement positive discipline procedures as directed by Lead Teacher
- Learn Montessori materials usage and lesson presentation
- Provide direct and/or remedial instruction to students as directed by Lead Teacher
- Substitute for Lead Teacher in cases of illness or absence
- Maintain all certifications and licensing as required by the School and any regulating agencies
- Ensure confidentiality of student records
- Age Specific Duties:
 - Ages 3-6 years old: Caring for children ages 3-6 years old, including supporting children with toileting accidents
 - Toddler: Support toddler students in toilet learning, including directing regular bathroom visits, changing soiled pull-ups, and keeping a log of student bathroom data

Collaboration

- Collaborate with Special Education Teacher and other support professionals
- Report accidents and concerns immediately to Lead Teacher and/or Site Director
- Actively participate in all level, school, and organization staff meetings and learning opportunities
- Actively participate in family events

Communication

- Effectively communicate with families
- Direct family concerns to Lead Teacher
- Foster an atmosphere of respect and harmony;emphasize communication, cooperation and global awareness
- Communicate with Site Director when support with students, families, and/or colleagues is needed

Application Process

To apply for this position send the following to HR@FlagMontessori.com:

- Cover letter
- Current resume
- Two letters of recommendation written in the past year

