



Classroom Assistant Job Description

Elm City Montessori School, launched in August 2014, is New Haven's first public Montessori school. We are seeking Classroom Assistants to support us in building a vibrant and healthy learning environment in our new and growing school. We are serving more than 300 students between the ages of 3 and 13. New Haven,

Connecticut is a thriving arts, cultural, and education hub, located in the center of a growing community of public Montessori schools.

About the position: The Classroom Assistant works in partnership with the Classroom Guide. This is a full time 10-Month (with required August Training before the school year begins).

Required Qualifications: All Assistants must successfully complete an AMI Assistants Training Course within their first years of employment. High School diploma is required.

Preferred Qualifications: The ideal applicant has a Bachelor's Degree in Education or a related field, is trained in the Montessori method and/or has experience as an assistant in a public school setting, collaborating as a member of a teaching faculty, supervising children, and supporting instruction for students with special needs. The candidate is kind, caring, compassionate, enthusiastic, well-organized, bilingual (Spanish), and creative with excellent written and oral communication skills.

Key Components of the Position:

- **Supporting academic and social emotional work in the classroom**
- **Preparing and maintaining the physical environment**
- **Working with individual and small groups of children to support independence and learning**

Areas of Responsibilities:

Instruction

- Assists the Guide in developing and modifying instructional materials to appropriately meet the academic, physical, and social emotional needs of all learners
- Monitors appropriate use and care of equipment, materials and facilities
- Continues planned instructional activities during Guide's temporary absence from the classroom during lunch, prep time, and team meetings
- Assists individuals and small groups of children in various subject areas and motor activities, e.g. Practical Life, Sensorial, Language, Mathematics, Music, Cultural Studies, Exercise, Games and Physical Education.

Supporting Learning and Independence

- Supports children in following classroom procedures and grace and courtesy
- Helps maintain order and discipline and assists in managing the behavior of students, mediating conflicts and supervising for safety

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- Monitors students engaged in independent work or similar activities, ensuring respect for classmates and materials

Care of the Environment

- Reviews and resets classroom environment daily to ensure that learning materials are in good order and ready for student use each day
- Replenishes consumable items, e.g. paper, pencils, polish, cotton puffs, art supplies, etc.
- Prepares, monitors and assists children with clean up of food activities - breakfast, lunch, snacks, and food prep
- Assists students in clean-up of the environment at the end of the day

Observation and Record Keeping

- Contributes to classroom record keeping and communication journals
- Alerts Guide to individual student progress and needs and offers suggestions
- Participates in individual student action plans, implementing activities and recording progress under direction of the Guide

Collaboration and Professional Learning

- Communicates and interacts regularly and appropriately with students, faculty, staff and administration, maintaining positive relationships
- Meets regularly with classroom team, engaging in planning of activities
- Attends and actively participates in all required professional learning and events
- Keeps confidential information about students and families confidential at all times

Miscellaneous

- Maintains all professional certifications necessary
- Seeks opportunities for professional development
- Performs other duties as assigned

Compensation: \$30,000-\$40,000, based on education and experience. Medical, vision and dental benefits available.

Interested applicants may fill out ECMS Employment Application:

<https://forms.gle/Zh6YiNdAYaTe5AMs5>

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