



Teaching Assistant

(Class Aide) Job Description

Under the leadership of the head teacher, you shall assist in the management of the classroom to which you are assigned. Your duties are primarily the health and safety of all students in our school, specifically, but not limited to the children in the class to which you are assigned. Your teacher may assign you projects and duties to fill in your time; however, this list constitutes your primary responsibilities.

Salary: Based on the HDMS Assistant Pay Scale

Replenish supplies: Replenish all supplies so that children can be independent.

Maintenance of the three hour work period from 9 a.m. to Noon: Protect the class from interruptions by being proactive about problems that cause interruptions.

Freedom and Responsibility: We have a Positive Discipline Policy that you need to be familiar with. It is based upon respect for the student and the students' respect for you. Remember that children do not understand strong emotions and that your gentle redirect toward appropriate activity should be all that is necessary as an assistant. Please refer all behaviors that you aren't comfortable with or familiar with to your classroom teacher immediately. Be sure to listen to the child, observe and listen to the teacher's expectations.

Bathroom: You are the primary hall and bathroom monitor.

Instructional support: This is at the direction of your head teacher. It may include reading, art, science, spelling, math drills, or other non-Montessori activities.

Playground Duty: This is an important duty of the classroom assistants since it allows our teachers to have a short break.

Extended Day Care Duty: This is an important duty of our assistants in order to provide our students with morning and after care that is overseen by adults who know the children and have an understanding of the Montessori Method and our school discipline policy. Most assistants are assigned either a before care shift or an after care shift.

Notes home: Put children's names on notes home and make sure that notes get sent home or e-mailed as directed by your teacher.

Sanitize the tabletops daily.

Specific Levels:

Preschool/Kindergarten:

- Check-off list with items to be completed daily
- Assistant does the sign-in sheet
- Daily bathroom cleaning
- Sanitize: cubbies, coat racks, dishes, sanitize mats, sinks.

Upper and Lower Elementary

- Class management
- Paperwork, copies, notes and filing
- Model behavior

Teaching Assistants SHALL NOT:

- Give Montessori lessons;
- Answer children's questions about their work;
- Be the children's buddy;
- Be responsible for whole class transitions (arrival, dismissal);
- Handle behavioral situations; this is situational and subject to the guidance and authority of administrators and teachers according to all applicable laws, policies, guidelines and Montessori philosophy.