

Upper Elementary Assistant

OVERVIEW: Hilltop Montessori School faculty and staff members understand and promote the school's mission, vision, objectives, and policies both within and outside the immediate school community. Faculty, consisting of teachers and assistants, are responsible for providing a Montessori classroom/instructional program that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child in accordance with the school's mission and vision and the child's developmental stage. Faculty and staff are expected to attend to each child's individual needs with warmth, guidance and humor and to model with their team members the same attributes.

The elementary support person:

- Provides one-on-one support for students as designated by the elementary teachers
- Works with students in small groups, when appropriate
- Makes materials to support the work being done with individual students
- Shares recess/lunch duty with other elementary teachers
- Meets weekly with classroom teachers to discuss student progress
- Keeps records on the students
- Attends parent meetings as necessary
- Participates in set-up and clean-up
- Attends faculty meetings if needed

Requirements:

- BA
- teaching experience, preferably in a Montessori classroom
- CPR/First Aid (provided annually during in-service days)
- A clear record through fingerprinting