Paz

MONTESSORI

manos corazón mente

Elementary Classroom Assistant Position

6-12 Assistant to the Guide



Paz is a community that values equity, sustainability, diversity, and quality education.

DUAL LANGUAGE IMMERSION MONTESSORI (DLIM)

We offer a **Dual Language Immersion Montessori** program that offers complete education for the hand, heart, and mind in Spanish and English.

Paz's **Dual Language Immersion Montessori** program opened in 2015 and we currently have our Children's House or "Casa" (2.5- to 6-year-olds) and Elementary or "Taller" (6-12+-year-olds).

Dual Language Immersion is true bilingual education.

The goal of Dual Language Immersion is that the child becomes completely bilingual, biliterate and bicultural. This means being able to understand, speak, write and read both Spanish and English, and also to develop an understanding of and appreciation for the cultures that speak these languages.

In a Dual Language Immersion class, lessons are carefully planned, sequenced and given in both languages using second language instructional techniques such as TPRI, cloze, themes and comprehensible input. Children who are native English speakers and children who are native Spanish speakers work together as much as possible. Both Spanish and English are given equal status and are used as a medium of instruction. **That means that the second language isn't just taught in isolation, academic content is also taught in the child's second language!**

Additionally, as much as possible, we would like to expose children to languages indigenous to Oaxaca as well as other foreign languages.

Elementary Classroom Assistant

2021-2022 School Year





This is a 12-month position.

Under the direction of the Elementary Guide, the Assistant is a vital support role within the classroom community, supporting elementary-level students, ages 6-12.

This position requires love, patience, and respect for children. The Classroom Assistant will encourage the children to be independent and model for them appropriate manners and behaviors and help the lead teacher facilitate a classroom environment designed to promote social, physical, and intellectual growth following the Montessori method.

Major Duties and Responsibilities: Provide support to the Montessori Guide.

- Support the Lead Guide in classroom management, lesson preservation, and fostering student independence.
- Assist in classroom transitions (indoor/outdoor time, lunch, nap, etc.)
- Participate and document meaningful observations of classroom engagements and student work.
- Encourage love, kindness, and peace within the school community.
- Preparing the classroom environment (organizing materials, sweeping, mopping, laundry, etc.) at the end of each school day
- Manage the classroom in such a way that protects the lessons given by the Guide.
- Encourage the students to be independent and model for them appropriate manners and behaviors.
- Work with individual children or small groups as directed by the lead teacher.
- Preparing the Montessori classroom environment to meet the students' needs and interests.
- Support parent communications as needed.

Assist in the Maintenance of the Classroom Environment

- Clean the classroom and replenish materials and supplies in the morning and afternoon.
- Move throughout the classroom during work period to make sure the classroom environment continues to be clean, lively, and inviting.
- Make materials as directed by the Guide.

Provide Supervision during non-academic times

- Provide supervision and enriching activities during non-academic times including lunch, recess, and Specials Classes as needed.
- Provide communication about students' development during these times to the Guide.

Daily Expectations:

- Approach each day, child, presentation, and adult with love and understanding.
- Strive to create peace within the classroom and within the entire school community.
- Embrace life-long learning experiences and be open to communication.

- Speak respectfully and purposefully to children, peers, and administrators.
- Adhere to all Montessori policies and philosophies.
- Model a healthy, positive, and inspirational attitude and energy for Montessori work, presentations, and all interactions with staff, children, and parents.
- Encourage a strong sense of community within the classroom, the school, and the neighborhood.
- Be physically, mentally, and emotionally present with children, staff, and families at all times and adhere to policies and procedures regarding screen usage, positive communication, and classroom engagement.
- Use careful observation and caring interactions with children, Montessori teachers and staff must first believe in each child and guide each child to reach his/her full potential by supporting the planes of development, human tendencies, and sensitive periods.
- Supervise daily activities for the indoor and outdoor environments.
- Maintain classroom and workspace in a clean, orderly, and safe fashion.
- Assist in daily operations of school (answer phones, take out garbage and recycling, collect mail, send mail, translations, etc. as may be necessary)

- Continue to work towards anti-bias, anti-racist, and whole-person education.
- Communicate daily with the lead teacher.

Requirements

- **Possess a minimum of an Associate's degree, Bachelor's degree preferred.**
- **At least 2 years classroom experience, preferably in a Montessori school.**

To apply, please submit a resume and cover letter to shirley.pazmontessori@gmail.com

