

**World Learner School**  
Job Description: Teachers' Assistant



**Definition:** The Teachers' Assistant supports the work of the Montessori teachers to implement Montessori Method in the classroom and around the entire WLS community. This job description pertains to the licensed or unlicensed teachers' assistant floater positions.

**Qualifications:**

Required: GED or High School Diploma

Preferred: Experience working with children

**Reporting:** The Teachers' Assistant reports to the Teachers whom he/she assists, and the Principal, as appropriate. This Job Description presumes an administrative orientation to WLS, and training for the job of Teachers' Assistant conducted by the Teachers of the classes the Assistant will be working in. On-going supervision of the Assistant's work will be conducted primarily by the classroom teachers.

**Responsibilities:**

1. To competently perform tasks assigned by the Teachers;
2. To arrive on time, be present throughout all contracted hours, and be devoted to her/his work during contracted hours;
3. To handle children's questions and conflicts in a manner consistent with the school's philosophy;
4. To perform curricular tasks with the children in a competent manner and with appropriate frequency;
5. To learn new concepts and skills for new tasks in an appropriate time frame;
6. To take appropriate time to observe the class;
7. To cooperate cordially with the Teachers and other colleagues in the classroom and the school as a whole;
8. To conduct her/himself in a professional and positive manner in the school and at all school functions, and in any environment where staff or school families might be present;
9. To serve as a model of grace and courtesy for the children and her/his colleagues;
10. To serve as a model of an inquisitive learner who can excite the children's interest in classroom activities.