



Job Position Description

Elementary Classroom Assistant

Aidan's Mission

Aidan's mission is to help children realize their full potential and become independent, self-motivated, personally and socially responsible citizens of the world. We do this by following the principles of Montessori education and by cultivating a community centered on curiosity, respect, humanity, and peace. We embrace diversity, striving to maintain an inclusive, equitable environment, where every individual feels a genuine sense of belonging.

Every Aidan employee should:

- Embody Aidan's mission in daily responsibilities and interactions.
- Contribute to the development of a world-class Montessori Education.
- Contribute to a high-performing team that supports the growth of each child.
- Ensure all children have a full range of developmentally appropriate experiences to thrive in a Montessori learning environment.
- Arrive on time, work required hours, and handle all aspects of their role with professionalism.
- Follow the school's mission, values, and Employee Handbook.
- Perform all necessary duties both inside and outside of the classroom including attending all required meetings and events.
- Submit and keep up to date with any paperwork required by the Office of the State Superintendent of Education and the School.
- In conjunction with their supervisor, set professional goals annually and create and follow through on a plan for professional development.

Classroom Assistants work directly with the Lead Montessori Teacher to prepare and maintain an orderly, attractive, and joyful environment. Alongside the other adults, they observe and model courteous and respectful behavior as well as contribute to the warm, supportive, and peaceful atmosphere.

Specific Duties:

- Preparation of the Environment
 - The classroom environment should be prepared during the opening weeks of school and maintained throughout the year. Assist the Lead Teacher in preparing and maintaining it.
 - Perform care and maintenance of the environment including but not limited to:
 - creating and repairing materials
 - cleaning the environment, including a thorough dusting each week
 - refilling supplies
 - preparing and supervising snacks
 - laundry



- keeping everything tidy and in good condition
- Arrive promptly at the specified time to prepare the environment for the day.
- Supervise the children according to classroom expectations during recess and specials.
- Supporting the Lead Montessori Teacher
 - Follow the instructions of the Lead Teacher for both ongoing duties and direct instruction. Under their direction, help establish a classroom culture of calm, respect, and productive work.
 - Assist in the maintenance of current and accurate attendance records.
 - Observe the activities of the students and take the time to communicate observations to the guides.
 - Accompany children on going outs.
 - Be a model to students of integrity, curiosity, responsibility, creativity, and respect for all persons as well as demonstrate respect and appreciation for racial, cultural, and gender diversity.
- Professional Growth
 - Seek feedback to improve performance in supporting the environment and the teacher in working with the children
 - Reflect on and pursue the development of professional growth
 - Participate in structured and informal professional development opportunities.
 - Assist with any and all projects as assigned by the Head of School.
 - Attend Assistants' meetings and all other meetings as appropriate.
- Communication and Professionalism
 - Model excellent manners and demonstrate rapport with, and respect and kindness for all of the students and adults in the School. Collaborate with colleagues to ensure a joyful and safe school environment.
 - Maintain professional appearance, timeliness, and reliability.
 - Be present and attentive at all times. Supervise and ensure that conditions and children are safe at all times.
 - Maintain a positive and professional relationship with parents. Direct parents who have questions or concerns to the Lead Montessori Teacher and/or Administrators.
 - Protect the privacy and confidentiality of every student.
 - Report any incidents immediately to the Lead Teacher and fill out incident reports.
 - Participate in a calm manner in fire drills and other emergency preparedness protocols.
 - Participate in mandatory and optional school events such as Back-to-School Night, Curriculum Night, Evening of the Arts, Auction, Graduation, and other appropriate events as called upon.