



# Intercultural

## Montessori Language School

### Job Description

**Job Title:** Classroom Assistant

**Status:** Full Time

**Department:** Two Years Program

**Supervisor:** Program Director

**Summary:** The Classroom Assistant provides supports the lead teacher in the classroom. He/She reinforce rules and lessons by tutoring individual students or small groups. His/Her duties includes but not limited to:

#### Responsibilities:

- Support lead teacher in the implementation of curriculum
- Work with lead teacher to plan activities to support social/emotional, cognitive, physical and language development
- Assume responsibility for the classroom when lead teacher is away
- Assist in taking and keeping notes on student development and milestones
- Assist in the coordination of special events and field trips
- Model appropriate behavior and maintain positive attitude
- Assure all areas of the classroom is well kept, clean, and presentable at all times

#### Qualifications:

- High school diploma or equivalency certificate (GED)
- Experience working with young children as an assistant teacher (preferred)
- Certified in CPR and first aid
- Ability to prioritize multiple tasks
- Ability to work effectively with a team
- Ability to work independently as needed

#### General Requirements for Personnel:

- Staff shall be able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development
- Emotional maturity when working with children
- Displays Cooperation and Teamwork
- Demonstrates respect with adults and children

- Flexible, understanding and patient
- Adherence to good personal hygiene
- Actively engages with children
- Listens and is responsive to children
- Sensitive to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities
- Uses positive discipline
- Actively supports an environment in which children feel comfortable, relaxed, happy

While performing the duties of this job, the employee is regularly required to stand, walk, handle or feel, reach with hands and arms and talk and hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must frequently lift up to a 35-pound child.

*I have read, understand, and accept the above essential duties and responsibilities as a condition of continued employment with Intercultural Montessori Language School, and will seek and accept supervision and periodic evaluation to help me fulfill them.*

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_