Classroom Assistant
Job Description and Expectations

Classroom Assistants in the Montessori environment are directly responsible to the Montessori Guide in that classroom. Their responsibilities include, but are not limited to:

- Observing, as needed by the Guide.
- Protecting the Guide's lessons.
- Responding to observations and children's needs with a view to aiding them to act independently.
- Physical requirements of this position will require daily outdoor and indoor physical work which may include running, physical plan or movement outdoors and in the gym. It will be necessary to frequently bend, modeling how to sit on the floor and how to stand up gracefully.
- Maintaining a neat, orderly, safe, and clean environment.
- Helping children, as needed.
- Overseeing lunch and recess times.
- Attending regularly scheduled meetings.
- Conducting arrival and dismissal proceedings.
- Orchestrating meal processes.
- Making materials.
- Classroom laundry.
- Assisting with field trips.
- Assisting with toileting needs for younger children.

<u>Expectations:</u>

- Communicating effectively and respectfully with students, colleagues, and families.
- Required participation in Classroom Assistant meetings, typically one every six weeks.
- Required participation in fifteen hours of continuing education/professional development annually.
- Primary and Assistant to Infancy Classroom Assistants are required to maintain their First Aid, Child Abuse Prevention and Communicable Disease certifications by tracking when their 3-hour renewal class is due.
- Classroom Assistants are encouraged to participate in all Parent Education and community building events.
- Classroom Assistants guide parents to speak directly with the Montessori Guide on matters directly related to social/emotional and academic development.
- All employees are ambassadors of Hershey Montessori School in the external community, if speaking as an employee with knowledge of the school (see Employee Policy Manual for further information).
- Classroom Assistants are expected to communicate any observations that may impact safety or respect of a student.