

Classroom Assistant

Job Description:

Fairbanks Montessori School is dedicated to providing the best possible education and care for our children. As a school, it is our mission to create an environment in which the following goals of a Montessori education may be met:

1. awaken the child’s spirit and imagination
2. encourage a normal desire for independence
3. foster a high sense of self-esteem
4. help develop in all children the qualities of kindness, courtesy and self-discipline
5. teach children to observe, question and explore ideas independently
6. help children master social skills and knowledge

When accepting a position with Fairbanks Montessori School, the classroom Assistant agrees to aid the teachers in working toward these goals, and to collaborate with the staff in providing a nurturing environment. Classroom Assistants facilitate the comprehensive development of all students by interacting positively, confidently and respectfully with all children families and staff members.

Classroom assistants are under the direct supervision of the classroom teacher to which they are assigned.

The duties of classroom assistants include:

 A. Maintaining a clean and hygienic classroom environment:

1. Keep sinks, tables and other surfaces clear of materials not intended for the children’ use.
2. Wash tables and chairs with Clorox solution after lunch and at the end of the day.
3. Empty trash cans after lunch and replacing the garbage bag.
4. Police the carpet and linoleum for litter. This is especially important after lunch. See best practice manual under cleaning.
5. Wash lunch placemats EVERY DAY,
6. Wash cups EVERY DAY

B. Checking and replenishing consumable classroom items at the beginning and end of every day:

1. Sharpen all pencils.
2. Make sure each work has enough of the appropriate sized paper.
3. Empty water work at the end of the day and fill it before the children arrive in the morning.
4. Check play-dough and replace it when necessary.
5. Fill all paint, glue, and other supplies.
6. Dampen sponges.
7. Replace polishing rags etc.
8. Cut paper towels.
9. Make sure each work is neat and in the correct spot.
10. Help the snack child set up the snack table.

 C. Managing the room during class time such that the teacher can spend a reasonable amount of time giving undisturbed individual lessons. Individual teachers will have their own systems and preferences.

 D. Monitoring the hallway during transition times.

 E. Helping children get dressed for outside and inside play.

 F. Monitoring the playground during outside play.

 G. Monitoring lunches (specifics are included in the best practice manual).

 H. Monitoring naps

 I. Knowing the schools discipline procedure and helping implement it when appropriate.

 J. Opening or closing the school

 K. Xeroxing, cutting, laminating etc. as needed.

 L. Attending monthly staff meetings

M. Attending in-service offerings

N. Maintaining confidentiality. Do not discuss children or their families outside of staff meetings or private meetings with your supervising teacher.

In addition, classroom Assistants agree to maintain cardio-pulmonary resuscitation (CPR) and basic first aid certification, know the school emergency procedures, and perform other duties not specifically stated as directed by teachers or the school’s Executive Director.

All staff members are expected to dress and act in a respectable and professional manner. Remember, we are role models of grace and courtesy, of cleanliness and class.