



Classroom Assistant

- Reports directly to the Lead Teacher(s) in all pertinent matters or areas of concern.
 - Holds a High School Diploma or higher unless substituting DCF Child Care experience and/or training and employment would be a step toward a diploma or degree.
 - When working with children from infancy through 5 years of age, meets Florida Department of Children and Families requirements for a “Child Care Employee.” See Attachment IIIa. When eligible, a “Staff Credential” is desired. See Attachment IIIb.
 - Develops an open and productive relationship with the Lead Teacher and takes advice and instruction to develop consistency in the environment.
 - Shows evidence of basic computer literacy/competency.
 - Attends the Montessori Philosophy workshop and Positive Discipline course annually.
 - Attends Assistant training course whenever offered.
 - Demonstrates an understanding of Sun Grove Montessori School’s mission and philosophy.
 - Meets weekly and monthly with team members under the Lead Teacher’s guidance for planning and guidance purposes.
 - Communicates all pertinent issues concerning children or families to the Lead Teacher or Administration immediately.
- Assists in teaching all learners in the classroom under the guidance of the Lead Teacher.
 - Is present with children, in the classroom, during lunch and during playtime, unless on an approved break.
 - Aids the teacher in preparing and maintaining a beautiful environment, on a daily basis, that meets the needs of all learners.
 - When appropriate, aids in supervision and guidance of students as they are cleaning the environment, ensuring that the environment is left clean and beautiful.
 - Demonstrates competency to support an educational program based on the individual child.
 - Models positive attitudes and courteous behavior for all children and adults.
 - Assists lead teacher in keeping accurate daily, weekly, and monthly record keeping detailing lessons given, curriculum covered, work progress and observations for each child.
 - Prepares, with the Lead Teacher, for orientations, showcases or student/parent nights.
 - Participates with other team members in orientations, showcases, student/parent nights and extensions or overnights in the elementary and middle school environments.