

ASSISTANTS AND INTERNS

Assistants support the guide in the classroom following the guide's directions. Interns are distinguished from Assistants by engagement in Montessori certification program. It is each staff member's responsibility to become familiar with "Essential Elements". "Essential Elements" is a document used to evaluate both classrooms and staff. Updated copies will be provided upon completion. Any questions or suggestions should be directed to the Head of School. An updated copy of "Essential Elements" will be emailed to you upon request.

A. Qualifications:

1. Have at least a high school diploma. College degree required for interns.
2. Prior experience working with children.
3. Embrace the Montessori philosophy.
4. Meet school/state health requirements including training in CPR and first aid.

B. General Responsibilities:

1. Abide by the school's policies and procedures and carry out the Head of School's and guide's directives.
2. Arrive promptly at designated time.
3. Participate in organizing, preparing and maintaining a clean, aesthetic classroom environment in keeping with Montessori principles.
4. Participate in the implementation of the Montessori curriculum.
5. Initiate growth and change in intellectual and professional development seeking out conferences, courses and other opportunities to learn.

C. Responsibilities to the Child:

1. Honor the individuality of each child with respect to race, gender, color, creed, national origin and learning style.
2. Demonstrate rapport with, and respect and kindness for, the students.
3. Foster an environment of respect through grace and courtesy lessons.
4. Protect the privacy and confidentiality of each student.
5. Protect the safety and well-being of the children.
6. Participate in creating an atmosphere that is conducive to individualized learning.
7. Protect the peace and privacy of the children at work.
8. Ensure the proper care, maintenance and respect of all classroom materials. The children are to be brought into this responsibility.
9. Make objective observations of each child.

D. Responsibilities to the Guide:

1. Support the work of the guide through:
 - a. The daily preparation of the environment.
 - b. Classroom management techniques.
 - c. The maintaining of accurate records, i.e. attendance, permission slips, memos, classroom inventories and classroom portfolios.
 - d. The supervision of children outside of the classroom, i.e. field trips, playground, specials and carpool.
 - e. The sharing of observations made of children.
2. Assume the guide's responsibilities in her absence.
3. Notify the guide of personal difficulties with children, parents or staff.
4. Report any and all accidents, incidents or safety hazards using the proper documentation at once.
5. Participate in other projects, programs and planning as requested.

E. Responsibilities to Staff:

1. Demonstrate a rapport with, and respect and kindness for, fellow staff members.
2. Work cooperatively, remain nonjudgmental of staff, and utilize productive communication.

3. Be involved in the mentoring process (to be developed.)
4. Attend all required staff meetings and participate as an active team member.
5. Participate in professional staff development and share information with staff.

F. Responsibilities to Parents:

1. Establish and maintain appropriate and respectful relationships with parents while adhering to confidentiality guidelines.
2. Distribute flyers and school communications in a timely manner.
3. Attend school gatherings as outlined in the Staff Handbook.

G. Responsibilities to Administration:

1. Attend staff meetings as outlined.
2. Prepare personal/professional goals and participate in on-going assessment.
3. Notify Head of School of personal difficulties with guide.

H. Responsibilities to the Board:

1. Implement the school's Mission Statement.
2. Attend board meetings as desired.
3. If desired, serve on committees as requested.

I. Responsibilities to Community Building Committee (CBC):

1. Support CBC activities.

J. Responsibilities to Community:

1. Interpret Montessori philosophy to the community.