

Job Posting:

Lower Elementary Classroom Assistant

Start Date: August 2024

Ruffing Montessori School, an independent, co-educational school serving children 18 months through 8th grade, in Cleveland Heights, Ohio, seeks bright, energetic, and collaborative individuals to apply for a Lower Elementary (1st - 3rd Years) Classroom Assistant. The incumbent will assist a Montessori trained Lead Teacher in caring for and guiding the meaningful work of children throughout their school day. The classroom assistant works collaboratively to provide care and supervision of students, support the day-to-day care of the classroom, facilitate transitions from the classroom to other learning environments on campus (e.g., outdoor classroom, playground, specialty classes), and maintain routines of the day.

The ideal candidate will demonstrate enthusiasm for working with children, and possess a nurturing character, a positive spirit, creativity, flexibility, patience, and a growth mindset. The incumbent will respect the necessity for consistent attendance and punctuality and will appreciate working cooperatively in an atmosphere of respect. Most of all, the successful candidate will demonstrate keen enthusiasm and appreciation for Ruffing's culture, values, and mission:

"The mission of Ruffing Montessori School is to employ the philosophy and methods of Dr. Maria Montessori to educate young people to their fullest potential, instilling a deep sense of personal independence and social responsibility. With the knowledge that they are citizens of the world, they will contribute to that world by making decisions based on the highest order of ethics and conscience."

Ruffing Montessori School encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to our mission.

How to Apply:

Interested candidates are encouraged to submit a letter of interest, current resume, and list of three references to employment@ruffingmontessori.net. Materials will be reviewed as received and interviews will follow. The School is eager to find the best candidates to fill these roles and will be prepared to immediately hire the right candidates.

Job Type: Full-time

Salary Range: \$30,000 - 45,000 commensurate with education and experience

Benefits:

403(b) retirement plan

Health insurance

Life Insurance

Dental insurance

Vision insurance

Flexible Spending Account

Dependent Care Account

Paid Time Off

Parental Leave

Professional Development Assistance

Education:

High school or equivalent (Required)

Bachelor's degree (Preferred)

AMI Montessori training diploma (Ideal)

Experience:

Childcare: 1 year (Required)

Classroom: 1 year (Preferred)

Classroom Management: 5 yrs+ (Ideal)