



TITLE: Elementary Classroom Assistant

REPORTS TO: Classroom Lead Teacher (Montessori Guide)

STATUS: Full-time, Exempt/Salaried (in-person)

CORE SCHEDULE: 8am – 4pm, Mon – Fri, 40 hours/week (minimum), Academic Year Calendar

START DATE: Immediate

OVERVIEW

The Elementary Classroom Assistant is a full-time staff member assigned daily to a Lower Elementary (1st - 3rd Years) or Upper Elementary (4th - 6th Years) classroom to assist the Lead Teacher and other Classroom Assistants in all aspects of student learning and behavior.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Collaborate with the Lead Teacher and other Assistants to provide lesson plans or classroom assistance as appropriately instructed;
- Maintain appropriate supervision of students at all times to ensure a safe and productive classroom environment;
- Promote a positive learning experience;
- Assist in morning arrival and afternoon dismissal carline procedures;
- Provide supervision of students on the playground at recess;
- Record and report attendance as requested by 8:45am;
- Maintain established routines and procedures of the school and classroom;
- Be prepared to work with a group of students or one-to-one with a student depending on the needs of the day;
- Maintain high expectations for student conduct and enforce expectations at all school functions;
- Utilize approved instructional materials and appropriate equipment and technology for educational purposes;
- Adhere to all school policies and procedures;
- Confidently lead and supervise groups of students in or out of the classroom;
- Be prepared to appropriately respond to social or emotional conflicts with students;
- Communicate any observations or pertinent information to the Lead Teacher;
- Be collegial and relatable;
- This position requires:
 - regular attendance and punctuality;
 - serve on at least one faculty/staff committee;
 - participation in faculty/staff meetings, committee meetings, and level meetings outside of the daily core schedule;
 - class activities and trips, some of which occur in the evening, overnight, or weekends;
 - satisfactory Ohio BCI and FBI background check prior to working at this school;

- participation in the school's Emergency Operations Plan training and familiarity with protocols and procedures, such as fires drills, safety drills, and tornado drills;
- First Aid and CPR/AED Certification.

OTHER ACTIVITIES:

- Any tasks as appropriately directed by supervisor;
- Provide assistance to teachers, staff, and students as needed;
- Attend meetings and school events requiring staff presence.

QUALIFICATIONS: EDUCATION, SKILLS & EXPERIENCE:

- Bachelor's degree in education or related field or a combination of education and relevant work experience preferred, but not required;
- Teaching/classroom management experience in a Montessori school environment preferred, but not required;
- AMI Montessori Training Certification preferred, but not required;
- Excellent time management skills, including keen attention to detail and ability to handle multiple deadlines, projects, and changes in priorities;
- Must be a resourceful problem solver who can take initiative;
- Must complete emergency operations training;
- Strong verbal and written communication skills;
- Proficiency in Microsoft Office and Google Suite;
- High level of confidentiality, integrity, honesty, sound judgment, and work ethic;
- Ability to work with minimal instruction on short notice;
- Commitment to Ruffing Montessori School's mission and vision;
- Must meet the school's essential expectations.

Compensation & Benefits:

Annualized salary range is \$30,000 - \$45,000, commensurate with qualifications and experience. Benefits include life, health, dental and vision options, paid time off, paid holidays, 403(b) retirement contribution

To Apply:

Interested candidates are encouraged to send a letter of interest and current resume to employment@ruffingmontessori.net. No phone calls please.

Employer Statement:

Ruffing Montessori School is an Equal Opportunity Employer committed to fostering a diverse, equitable, and inclusive community—one in which everyone is valued, feels safe, and belongs regardless of race, color, national origin, veteran status, ancestry, culture, religion, age, ability, socio-economic status, familial status, or sex, including sexual orientation and gender identity, or any other characteristic protected under federal, state, or local anti-discrimination laws. Peace education is an essential part of Dr. Montessori's pedagogy. Our faculty and staff model peace education in their words, actions, and lessons. Peace education is the foundation for children to develop into healthy and joyful adults who will work to ensure freedom, dignity, safety, equitable treatment, and a fair/equitable standard of living for themselves and others.