



Ruffing Montessori School

Engage. Emerge. Learn for life.

TITLE: Children's House Assistant

REPORTS TO: Children's House Lead Guide

STATUS: Full Time, Exempt/Salaried, Annual Contract

CORE HOURS: 8am – 4pm, Mon-Fri, 40 hours/week (academic year calendar)

10am - 6pm, Mon-Fri, 40 hours/week (academic year calendar)

START DATE: August 2026

Located on Cleveland's east side in beautiful, historic Cleveland Heights, Ohio, Ruffing Montessori School seeks a full-time Children's House Assistant to assist a Montessori trained Lead Teacher in caring for and guiding the meaningful work of children throughout their school day. The Children's House Assistant works collaboratively with a team to provide care and supervision of toddlers, 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, lunch and nap spaces), and maintain routines of the day.

The ideal candidate will demonstrate enthusiasm for working with our youngest children, and possess a nurturing character, a positive spirit, creativity, awareness, patience, and a growth mindset. The ideal candidate will respect the necessity for consistent attendance and prompt arrival. 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. 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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist in the supervision of children in the classroom to help maintain a peaceful environment and engage children in meaningful work
- Move around the classroom to touch base with small groups to monitor the morning work cycle
- Adhere to and reinforce the Montessori principle of respecting the child
- Maintain care of the environment by washing materials, napkins, placemats, lesson activity rugs, and tableware regularly
- Assist in lunch and nap spaces in the afternoons
- Provide feedback and support to the classroom Lead Teacher, especially during conference time
- Provide childcare for special school events
- Attend orientation meetings and required trainings for compliance with state licensing
- Assist with arrival and dismissal of students

OTHER ACTIVITIES:

- Any tasks as appropriately assigned by the Head of School, Lead Teacher, or Director of Montessori Early Childhood
- Provide assistance to teachers, students, or parents as needed
- Attend meetings and school events as requested or required

QUALIFICATIONS: EDUCATION, SKILLS & EXPERIENCE:

- High School diploma required – Bachelor’s degree (or equivalent experience) preferred
- Experience working with young children in a classroom environment preferred
- Strong organizational skills and time management are essential
- Ability to assess the needs of the classroom, take initiative, and self-direct
- Excellent verbal and written communication skills
- Willingness to learn and respect the Montessori pedagogy and prepared environment
- Flexibility, compassion, high degree of professionalism, and strong work ethic
- Time management skills and keen attention to detail are essential
- Unwavering commitment to safety, ethical, and legal standards required
- Commitment to Ruffing Montessori School’s mission and vision

Compensation & Benefits:

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

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.

“The needs of humankind are universal. Our means of meeting them create the richness and diversity of the planet. The Montessori child should come to relish the texture of that diversity.”

– Dr. Maria Montessori