JOB TITLE: MONTESSORI INSTRUCTIONAL AIDE

DESCRIPTION: The Montessori instructional aide is responsible to the lead teacher and will assist in establishing and maintaining a harmonious classroom. She/he will help in establishing and maintaining Montessori classroom culture, paying particular attention to the needs of students. She/he will carefully observe and keep records on each student's individual progression through the classroom always being available to offer gentle guidance. She/he is responsible to and supportive of the administration. It is essential that the teacher has the appreciation, respect, and confidentiality of her/his aide, the one working closest to her/him. Because consistency is so important for students, she/he must be present and on time each day. Her/his responsibilities are:

1. Arrives at 7:30 a.m..
2. Remains in school until 4:00 p.m. when school is dismissed and follows the assignment of the teacher when students have early dismissal.
3. Monitors arrival (7:35am-7:55am) and dismissal times (3:15 pm-3:30 pm) in designated drop off and pickup locations.
4. Is allowed a 15 minute break and a 30 minute lunch break.
5. Respects each student while encouraging independence.
6. For preschool assistants, assist children in meeting their physical needs including escorting children to the bathroom, helping find clean clothes and assist with changing clothes as needed.
7. Assists the teacher in preparing instructional materials and bulletin boards.
8. Is able to use multimedia material and equipment to reinforce lesson presentations.
9. Speaks in a quiet, well-modulated voice in the classroom, which encourages a calm environment.
10. Provides behavioral guidance to children in a manner that is firm but respectful.
11. Observes the activities of the students and takes the time to communicate observations to the teacher.
12. Helps provide grades and/or evaluation of the students' work.
13. Substitutes for the teacher when the teacher is absent.
14. Assists the teacher with the children when needed for after school activities.
15. Supervises individual students and small groups, under the direction of the teacher, as learning activities are implemented.
16. Makes copies of material for class work.
17. Supervises students during recess, lunch and auxiliary classes.
18. Performs clerical work as needed (attendance record, lunch count, filing, etc.).

19. Leads students out of the classroom in an orderly manner at lunch, P.E. and after school. Remains with students during these activities.
20. Walks the children to the Extended Day Care room at the end of the day.
21. Keeps the classroom clean, orderly and dusted.
22. Dusts the shelves and materials on the shelves weekly.
23. Cleans top of desks with Clorox wipes after school.
24. Attends in-services and workshops as directed by the principal.
25. Decorates the main bulletin board when that grade has a project.
26. Communicates effectively and demonstrates professional behavior toward students, families, and co-workers.
27. Cell phones need to be for emergency use only.
28. Will help the classroom teacher set up, prepare classroom items and materials to begin the school year.
29. Helps store classroom items and materials at the end of the year.
30. Performs other duties as directed by the teacher and administrators.