EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Montessori Associate II
Department	Chippewa Valley Montessori Charter School
Reports To	Montessori Principal
Classification	Hourly Classified
Location	Chippewa Valley Montessori
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Montessori Associate II assists teachers in facilitating student learning; models Montessori educational and discipline procedures, philosophies, and methods; and assists in the preparation, maintenance, and delivery of an appropriate Montessori classroom environment and program.

Essential Job Functions

- Works with individual students to facilitate mastery of educational materials and assignments.
- Adheres to Montessori instructional and behavioral standards.
- Assists students with materials presented by the teacher.
- Assists with classroom management.
- Assists with projects.
- Assists with student drop off and pick up.
- Supports teachers and supervises students during transition times.
- Checks and monitors student work.
- Models integrity, curiosity, responsibility, respect, and creativity.
- Protects the peace and privacy of student work.
- Participates in required Montessori staff development.
- Attends staff meetings.
- Prepares instructional materials and maintains the educational environment as directed by teachers and administration.
- Assists with maintenance of student records.
- Assists in the preparation, organization, and management/maintenance of supplies and materials.
- Assists with preparing bulletin boards and other displays.
- Supervises students as assigned ensuring the maintenance of Montessori climate.
- Participates in the establishment and maintenance of an atmosphere of student and collegial support.
- Demonstrates respect for racial, cultural, gender, ethnic, socio-economic and ability differences.

- Supervises playground, media center, computer lab, lunchroom, gym, and other areas throughout the school.
- Helps to maintain strong relationships with parents, students, and staff characterized by mutual respect and goodwill.

Ancillary Job Functions

- Assists with field trips and special school events.
- Participates in personnel professional growth opportunities provided by the school administration.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Chippewa Valley Montessori Governance Board approved "Instructional Assistant" orientation or training.
- Must meet the Every Student Succeeds Act (ESSA) standards for certification.
- Mandt certified or must obtain certification as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Two years of college or post-secondary training.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Compatibility with Montessori philosophy and methods.
- Ability to work in a team environment.
- Ability to work with students in an individual and/or small group setting.
- Ability to appropriately utilize Montessori philosophy, materials, curricula, and discipline models.
- Effective written and verbal communication skills.
- Knowledge of developmental stages of children.
- Ability to work in a multi-age setting with children from different cultures and ability levels.
- Ability to effectively organize time and work.
- Ability to be flexible, analyze and solve problems, model to students, and take direction.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.