Montessori Early School Teacher Assistant
Full-Time Position

Reports to: Early School Division Head

The Grosse Pointe Academy is seeking a Montessori Early School Assistant for the 202 6-2027 school year for 3- to 6-year-old environments. The candidate should have previous experience working as an assistant teacher. Montessori certification, bachelor's degree, and credits in early childhood education are highly desired. Candidates should be dependable, reliable, flexible, enthusiastic, and understand the developmental needs of the students. With the support and supervision of the lead teacher and the Early School division head, the assistant teacher is expected to fulfill the following responsibilities to ensure and maintain the quality of the Early School Montessori program.

Duties Include:

- Help lead teachers maintain a peaceful and clean environment, and engage children in appropriate activities
- Attend to the children's needs
- Chaperone class trips and other student activities
- Monitor lunch duty and lead dismissal duty on a regular basis
- Monitor nap and playground time during outside play
- Attend school functions, conferences, team meetings , and professional development opportunities
- Provide support in the aftercare program and during summer camps on an as -needed basis
- Receive students and parents, as well as faculty, staff, and administration in a friendly, courteous manner, and be sensitive to how your demeanor is reflective of the school
- Be responsible for the safety and physical well -being of all students in your charge at all times.
- Follow all school policies and procedures as stated in the Employee Handbook

The successful candidate must provide a mandated fingerprint clearance.

Types: Full time (7:45 am-3:45 pm)

Please send a letter of interest, resume, and references to Claudia Leslie at cleslie@gpacademy.org.

The Grosse Pointe Academy's curriculum and learning environment nurtures, challenges, and inspires our students. To learn more about The Academy Cornerstones, visit www.gpacademy.org and select Who We Are for more information.