



# Elm City Montessori School

## Primary/Elementary Assistant

### Job Description

Elm City Montessori, New Haven's first public Montessori school, opened in September 2014. We are seeking to hire Primary and Elementary Assistants. When fully enrolled, the school will serve approximately 340 children between the ages of 3 and 13. New Haven is a thriving arts, cultural, and education hub, located in the center of a growing community of public Montessori schools.

**Reports to:** Primary Guide (lead teacher)

**Position is:** 10-Month with Additional Summer Responsibilities - Full Time

**Job Goal:** The Primary Assistant will play a supporting role in the success of the school. S/he will contribute to the education and social-emotional development of children ages 3-6 in a single classroom within a fully-implemented Montessori PK-8 program. The Assistant's role is to support the Guide in utilizing research-based best practices in Montessori instruction in a student-centered learning environment appropriate to the intellectual, physical, social, and emotional needs of all learners

**Required Qualifications:** All Assistants must successfully complete an AMI Assistants Training Course within their first years. High School diploma is required.

**Preferred Qualifications:** The ideal applicant has a Bachelor's Degree in Education or a related field, is trained in the Montessori method and/or has experience as an assistant in a public school setting, collaborating as a member of a teaching faculty, supervising children, and supporting instruction for students with special needs. S/he is kind, caring, compassionate, enthusiastic, well-organized, bilingual (Spanish), and creative with excellent written and oral communication skills.

#### **Responsibilities:**

##### **Instruction**

- Assists the Primary Guide in developing and modifying instructional materials to appropriately meet the academic, physical, and socio-emotional needs of all learners
- Monitors appropriate use and care of equipment, materials and facilities
- Continues planned instructional activities during Guide's temporary absence from the classroom during lunch, prep time, and team meetings
- Assists individuals and small groups of children in various subject areas and motor activities, e.g. Practical Life, Sensorial, Language, Mathematics, Music, Cultural Studies, Exercise, Games and Physical Education.

##### **Classroom Management**

- Supports children in following classroom procedures and grace and courtesy
- Helps maintain order and discipline and assists in managing the behavior of students, including crisis intervention.
- Monitors students engaged in independent work or similar activities, ensuring respect for classmates and materials

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375 Quinnipiac Avenue • New Haven, CT 06513 • Phone: 203.903.4031

[elmcitymontessori.org](http://elmcitymontessori.org)

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#### **Care of the Environment**

- Repairs or replaces broken classroom materials and equipment in a timely fashion and ensures that learning materials are in good order and ready for student use each day
- Replenishes consumable items, e.g. paper, pencils, polish, cotton puffs, art supplies, etc.
- Prepares, monitors and assists children with clean up of food activities - breakfast, lunch, snacks, and food prep
- Monitors coatroom activity and maintains order in the cubbies
- Assists students in clean-up of the environment at the end of the day

#### **Observation and Record Keeping**

- Contributes to classroom record keeping and communication journals
- Alerts Guide to individual student progress and needs and offers suggestions
- Participates in individual student action plans, implementing activities and recording progress under direction of the Guide

#### **Communication**

- Communicates and interacts regularly and appropriately with students, faculty, staff and administration, maintaining positive relationships
- Meets regularly with classroom team, engaging in planning of activities
- Meets with team of Assistants
- Attends and actively participates in all required staff meetings and events
- Keeps confidential information about students and families confidential at all times

#### **Miscellaneous**


- Maintains all professional certifications necessary
- Seeks opportunities for professional development
- Performs other duties as assigned

Interested applicants may send resume and cover letter to:  
[info@elmcitymontessori.org](mailto:info@elmcitymontessori.org)

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