

TITLE: Montessori Teacher Assistant

QUALIFICATIONS:

1. Minimum of 30 hours of college credit.
2. Hold or be eligible for teacher assistants certificate.
3. Montessori training required.

REPORTS TO: Building Administrator

JOB GOAL: To assist the Montessori teacher in maintaining appropriate classroom activities and environment in order that students may learn effectively.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Assist all students in their assigned daily academics as instructed by teachers.
2. Assist in grading work and assigning students individual academic work.
3. Alerts the teacher to special needs of individual students.
4. Provides escorts and assistance to students as necessary.
5. Helps maintain individual records for each student.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Changes will be implemented as needed to meet the needs of the individual student.

TERMS OF EMPLOYMENT:

Wages, hours, terms, and conditions of employment pursuant to negotiated agreement.

EVALUATION: Performance of the position will be evaluated once every two years in accordance with District's plan for evaluation.