



MAY SANDS MONTESSORI SCHOOL  
1400 United Street, #110 Key West, Florida 33040  
Phone: 305-293-1400 ext. 53418 Fax: 305-305-328-9005

### **Professional Role: Classroom Assistant**

The Classroom Assistant is responsible for supporting a safe, respectful, and nurturing classroom environment that promotes each students' development of self-discipline, self-confidence, cooperation, and responsibility.

#### **Key Areas of Focus**

##### **Classroom and Curriculum**

- ✓ Check in with Classroom Guide on the pressing needs for the day, helping to prepare the room for the day
- ✓ Ensure each child has a water bottle and fills it, daily
- ✓ Ensure all cell phones are placed in basket
- ✓ Review attendance, and monitor tardiness as needed
- ✓ Collect and organize forms (permission slips, lunch, book orders)
- ✓ Assist in preparation of and clean up from class snack
- ✓ Cycle around the room often, making your quiet presence known in all locations
- ✓ Stay alert to instances where tone-keeping is needed; redirect students to purposeful work
- ✓ Be proactive rather than reactive. Anticipate and peacefully stop disruptions before they begin
- ✓ Be observant; communicate pertinent observations with the Classroom Guide, immediately
- ✓ Help students with research/work, should they need direct guidance or help and verification of work completed
- ✓ Attend enrichment and special events with students to monitor behavior
- ✓ Facilitate classroom clean-up so ALL students are helping to clean up the room

##### **Mealtime and Recess**

- ✓ Facilitate students' handwashing before eating lunch
- ✓ Promote student communion and appropriate conversation during lunch; disruptive behavior should not be tolerated
- ✓ Give an announcement when there are 5 minutes left for lunch
- ✓ Students must clean up their area, including the ground around them
- ✓ Students are only dismissed from their table when the area has been inspected for cleanliness
- ✓ Monitor behavior at recess very carefully
- ✓ Adults must be positioned in a manner that offers maximum supervision of students at play
- ✓ Model/teach appropriate use of play equipment
- ✓ Report any injuries as soon as they occur
- ✓ Students must have a pass to enter the building (bathroom pass)
- ✓ Give an announcement when there are 5 minutes left for recess
- ✓ Students are required to put away all equipment before leaving the field.

##### **Staff and Community**

- ✓ Collaborate regularly with the school's Instructional Teams to implement a cohesive educational program
- ✓ Attend regularly scheduled Staff Meetings
- ✓ Attend various Professional Development offerings, with a focus on those that promote student achievement in a public Montessori environment
- ✓ Refrain from gossip or negative talk about the school, its programs or its employees
- ✓ Promote favorable public relations for the School in the community



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### **Results Expected**

- ✓ Students will demonstrate competence with the academic content for their developmental level and will thrive in the school environment.
- ✓ Parents will be aware of the school's policies and practices, will be informed of ways to support their child's development, and will be active participants in the school community.
- ✓ Staff will embody the school's educational mission by acting with integrity as professionals and cultivating the qualities of humanitarianism and peace in the community.

### **Professional Competency Requirements**

- Associate's Degree, **or**
- At least 60 semester hours of college credit, **or**
- Passing score on the Educational Testing Service (ETS) paraprofessional exam of 464 or higher

### **Behavior Competency Requirements**

- Professionalism
- Communication skills
- Flexibility/adaptability
- Enthusiasm
- Ability to problem-solve
- Team collaboration
- Personal drive and determination

### **General Responsibilities**

- Maintain responsibility for student safety and physical well-being at all times.
- Work with the Instructional team and Principal to support delivery of the curriculum
- Participate in classroom activities, including field trips, to meet academic directives.
- Supervise students during Early Dismissals.
- Regularly read the school and class newsletter.
- Be familiar with the Parent Handbook.
- Follow policies and procedures detailed in Employee Handbook.
- Attend all faculty/staff meetings, as appropriate.
- Participate in all staff professional days.