



# THE Montessori School of Englewood | A Chicago Public Charter School

6936 South Hermitage Avenue | Chicago, Illinois 60636

## Teacher Assistant

### **Position Summary**

The role of the Assistant Teacher is to help the teacher to provide a safe, nurturing, and beautiful Montessori environment where self-concepts are enhanced, independence encouraged and individuality respected with a strong understanding of Montessori principles, methodology, and curriculum.

### **Reports To**

Head Start Site Director

### **Qualifications**

Associate degree in early childhood or related field or equivalent. This includes 12 semester units or equivalent quarter units in Child Development and at least 6 months of early childhood classroom work experience. Must be registered in Illinois Gateways with an ECE Level 4 preferred. Montessori certification is a plus.

Must show the ability to relate joyfully and sensitively to children and possess evidence of emotional maturity and stability. Must be able to speak and write efficiently with strong communication skills. Display evidence of sufficient security and judgment to handle crisis situations.

Must possess competence in computer skills and various software programs such as MS Word, Execl, Power Point, Publisher, and Google applications (i.e. classrooms, meets, calendar etc.) and zoom.

Knowledgeable in utilizing Teaching Strategies GOLD.

### **Key Responsibilities**

- Arrange and maintain the environment of the classroom to complement the curriculum and provide a safe, clean, stimulating, and beautiful environment for children to learn.
- Oversees and implements planned activities, in conjunction with teaching staff and provides for the safety and well-being of each child.
- Meet the children's needs in all areas; physical, emotional, social, and intellectual.
- Collaborate with the Lead Teacher on weekly lesson plans and to provide the materials needed for the projects.
- Carry out appropriate and positive discipline as established by the Lead Teacher.
- Follows guidelines and discusses child;s behavior and development with teaching staff to maintain compliance with state and funding regulations, as well as develops a strong understanding of each child for the purpose of planning individualized activities.
- See that the program goals are implemented.
- Aids the teaching staff in classroom administrative details including but not limited to attendance and day's schedule of activities.
- Be sensitive and responsive to parents and to act as a resource person for them.
- Attend all staff meetings, weekly team meetings, professional development, orientation, parent and open house meetings as necessary for the appropriate level.

- Participate in parent teacher conferences and IEP meetings as necessary.
- Assist on home visits, field trips, and referral off site as necessary.
- Assist in record-keeping, reporting, and observations for the classroom.
- Other job-related duties as assigned.

### **Requirements**

Must show proof of full vaccination status upon hire in accordance with OHS and **86 Fed. Reg. 68052 (Nov. 30, 2021)**.

Must be able to pass criminal background before hire.

Must be able to provide an official transcript from an accredited college or university along with proof of Gateways credentialing.

### **Time Commitment**

Full Time 40 hours per week year round.

Ten month Head Start Program.