

Teacher's Assistant Job Description

Great River Montessori (GRM) is seeking a dedicated and qualified individual to join our teaching and caregiving staff. We are accepting applications for both part-time and full-time positions. Specific hours will be outlined on the Employment Availability form.

GRM provides a **Montessori-based curriculum** for children ranging from infants through 12 years old.

Position Details

Infant - 3K Schedule

- Position start date: **September 2, 2025** (includes a training day and open house in late August).
- This is a **year-round position** and will continue until terminated by GRM or the employee.
- Daily schedules and activities may vary based on the age of the child, weather, and program needs.

School Year (4K - 6th Grade) Schedule

- Position start date: **Early September** (includes a training day and open house in late August).
- This position **concludes at the end of May**, with the possibility of continued employment during the summer and into the next school year.
- Schedules and activities may vary depending on student needs, weather, and program availability.

Responsibilities

- Assist in implementing a **daily schedule of activities** for children.
- Help create **age-appropriate teaching materials** and lesson plans.
- Engage children in a **variety of learning experiences**, including stories, songs, games (indoor and outdoor), art, and movement.
- Enforce **school and classroom expectations** while fostering a positive learning environment.
- Maintain **accurate records**, including attendance, incident reports, and observations.

- Identify **behavioral challenges** and collaborate with lead teachers to implement appropriate strategies.
- **Supervise** children in the classroom, between classes, during lunch and recess, and on field trips.
- Provide **caregiving support**, including assisting with meals, hygiene, and rest periods.
- Communicate **professionally and promptly** with staff, students, and families.
- **Support substitute teachers and volunteers** as needed.
- **Have fun** while fostering a warm and engaging classroom environment!

Qualifications

Education & Training

- **High school diploma** required.
- **Experience working with children** is preferred but not required.
- Basic **knowledge of child development** is a plus.
- **CPR and First Aid certification** (or willingness to obtain).
- No prior Montessori experience is required, but a **willingness to learn** the Montessori approach is essential.

Skills & Attributes

- Passion for **helping children learn and grow**.
- Strong **organizational and time management** skills.
- Ability to **stay calm and patient** in a fast-paced environment.
- Professional, **clear communication** with children, families, and colleagues.
- **Flexibility** to adapt to changing schedules and needs.
- A **collaborative spirit** and interest in **nature, science, movement, art, and hands-on learning**.
- Appreciation for **diversity and inclusivity** in the classroom.

Compensation & Hours

- **Pay:** Based on experience and qualifications (to be discussed during the interview).
- **Hours:** Part-time and full-time positions available (schedule TBD).

If you're passionate about working with children in a **nurturing, engaging, and hands-on learning environment**, we encourage you to apply!