



Upper Elementary Assistant Job Description

Title: Assistant to Elementary Class

Location: JSM's Wenatchee Campus (249 N Mission, Wenatchee WA)

Contract: As soon as possible -June 25, 2021 (hopefully establishing long-term employment, though all contracts are renewed annually)

Wage Offered: \$13.50-14.50/hour, DOE/DOQ

Schedule: 8:15-3:45 M-F (taking a 30-minute lunch) during school days (see school calendar for details), once-per-session staff meetings during respites or after hours, and three all-school gatherings throughout the year

Sick Leave/Personal Days: Five sick and/or personal days (one day = seven hours) will be paid per school year. (In the event of serious injury or prolonged illness, Director(s) will work to create a suitable plan.)

Date Available: Until filled

Required Qualifications:

- High School Diploma or GED (Bachelor's Degree or higher preferred)
- Experience working with 6-12 year-olds in an educational setting (previous Montessori experience strongly preferred)
- Knowledge of Maria Montessori's philosophies and approach to education
- Ability to communicate effectively in spoken and written forms
- Sensitivity to people of diverse backgrounds, including various learning challenges

- Prior to appointment, the successful candidate must pass a criminal history background check.
- In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
- Warm, nurturing, positive, peaceful, patient, and joyful nature
- Creativity and ability to be flexible and adapt to accommodate needs of school, staff, and students
- Willingness to accept guidance from Lead Guide and/or Director(s)
- Desire and dedication to continue learning and growing (when possible, JSM will supply the means to travel for observations or to attend conferences and professional development)
- Outstanding personal conduct and professionalism

Preferred Qualifications:

- Bilingual in Spanish/English
- Montessori Assistant Training (AMI Certificate preferred)
- Recent CPR/First Aid training
- Expertise in any area(s) relevant to education: science, mathematics, technology, engineering, history, geography, art, music, dance, drama, writing, culture, life abroad, business, travel, healthcare/animal caretaking, sports, outdoor pursuits, cooking, sewing, food preservation, etc.

Primary Duties/Responsibilities

- Read and agree to responsibilities laid out in JSM Assistant Handbook
- Assist Lead Guide in daily classroom operations, per Lead Guide's instructions and expectations
- Facilitate a classroom reflective of Grace and Courtesy through lessons and personal conduct
- Assist students in resolving conflict and problem-solving in gentle and Montessori-approved means. JSM also requires staff to learn and implement Love and Logic techniques for managing the classroom and communicating with parents/guardians. Training and resources are provided by Joyful Scholars.
- Ensure proper supervision of all children at all times, and be aware of standard safety procedures, as well as severe allergies or any specific health/safety needs of individual students
 - Refrain from use of personal cell phone/device while on duty with children, with the exception of communication with Director(s) and parents/guardians, if necessary

- Provide a setting in which children feel safe to express independence, creativity, and feelings appropriately
- Administer basic first-aid when necessary
- Build and maintain positive relationship with parents/guardians
- Follow Lead Guide's plan for daily and weekly cleaning of classroom, maintenance of materials, and attending of routine meetings
- Communicate with Lead Guide and/or Director(s) regarding any needs of the classroom, staff, or students that requires modification of the program
 - Collaborate with Director(s) to meet in person or via telephone/email/texting to address any specific issues that arise
- Contribute to the JSM school community
 - Attend school and parent functions where possible, serving as a role model for assistants
 - Participate in scheduled staff meetings once per session
- Assistant may elect to teach summer camps and/or provide respite care (for additional compensation)

To apply: Send resume and letter of interest (please include at least three professional references):

Joyful Scholars Montessori
Attn: Director Cara
249 N Mission
Wenatchee WA 98801

~or~

info@joyfulscholars.org