



## **Primary Assistant Teacher Job Description**

### **TEACH at the BEACH!**

Island Montessori Charter School (IMCS), which opened its doors in 2013 in Carolina Beach, NC, is seeking a dynamic Assistant Teacher for one of our Primary classrooms. Our Primary classrooms are multi-age with a balanced mixture of 3-5 years old students.

The ideal size of a Montessori classroom is larger than the recommended class size in a non-Montessori program. It is not unusual for a Montessori classroom to include 24–30 students, balanced among three age groups. In line with the Montessori principle of cultivating independence in the child, larger class size encourages students to rely on themselves and each other. At the same time, it is vital that every student receive the individualized instruction required in a Montessori environment. Toward this end, Montessori Assistant Teachers help their Lead Teachers with administrative duties and overall classroom management, which allows the Lead Teacher to present lessons and work with individual students. Having a second adult in the classroom also helps to ensure that all children are observed and cared for.

Assistants are not required to have a teaching certification. However, IMCS is deeply committed to hiring and retaining the highest quality staff. Staff development opportunities will be made available, and all staff will be expected to participate in ongoing professional development.

The Assistant Teacher is a guide who, while demonstrating patience and respect for the children, encourages them to be independent in activities in which they are capable of completing. Assistant teachers assist in presenting to children activities designed to promote social, physical, and intellectual growth following the Montessori philosophy and school's mission.

### **Desired Qualifications:**

- College Degree highly desirable, but not required
- Prior classroom experience

### **Responsibilities:**

- Become knowledgeable in Montessori terminology and methods
- Check student work
- Become familiar with and help maintain the classroom's record keeping system
- Assist with classroom management and conflict resolution
- Support the Lead Teacher during Parent/Teacher conferences
- Maintain the room and the materials

Send your resume, cover letter, and three references to [brian@im.school](mailto:brian@im.school) if interested.

*Island Montessori Charter School does not discriminate on the basis of race, color, religion, age, gender, sexual orientation, national origin or ethnicity, marital status, disability, military status or other legally protected classification.*