

POSITION DESCRIPTION

TITLE:	Montessori Associate II	SUPERVISOR:	Montessori Administrator/Principal
DEPARTMENT:	Chippewa Valley Montessori Charter School	CLASSIFICATION:	Classified

I. Accountability Objectives: Assist teachers and teacher associates as they facilitate student learning; model Montessori educational and discipline procedures, philosophies and methods; assist in the preparation, maintenance and delivery of an appropriate Montessori classroom environment and program

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 187 Days (Includes 3 holidays)

III. Position Relationships:

Supervisor: Montessori Administrator/Principal
Coordinates with: Montessori Administrator/Principal, staff, students, and parents
Type of Coordination: As directed by the Montessori Administrator/Principal

IV. Position Qualifications:

A. Required Qualifications:

This position requires extensive training through in-service opportunities, site visits and modeling within the classroom. The position requires a thorough understanding of Montessori’s individualized curriculum, instructional materials, “gentle learning environment,” levels of student responsibility, multi-age and multi-grade learning processes, and self-directed learning methods.

1. Must meet the “No Child Left Behind” standards for certification (Federal or ECASD)
2. Chippewa Valley Montessori Governance Board approved “Instructional Assistant” training or enrollment in such training
3. Compatibility with Montessori philosophy and methods
4. Ability to work in team environment
5. Ability to work with students in an individual and/or small group setting
6. Ability to appropriately utilize Montessori philosophy, materials, curricula and discipline models
7. Ability to work independently
8. ECASD clearance to transport students in an appropriately insured vehicle capable of transporting 3 or 4 students at a time

B. Desired Qualifications:

1. Two years of college or post-secondary training
2. Proper use of the English language
3. Appropriate written and oral communication skills

C. Special Requirements:

1. Compatibility with Montessori philosophy
2. Knowledge of and ability to implement the Montessori curricula
3. Knowledge of developmental stages of children

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4. Ability to utilize the discipline model adopted by the Montessori Governance Board
5. Knowledge of Montessori methods and materials
6. Ability to work independently and as part of a team
7. Emotional stability, a sense of humor, patience, and initiative
8. Ability to work in a multi-age setting with children from different cultures and ability levels
9. Ability to maintain confidentiality
10. Ability to facilitate student learning
11. Ability to organize their own time and work
12. The ability to be flexible, analyze and solve problems, model to students and take direction
13. Ability to work well with students, parents and other staff

V. Position Responsibilities:

A. Instructional Assistance:

1. Works with individual students to facilitate mastery of educational materials and assignments
2. Adheres to Montessori instructional and behavioral standards
3. Assists students with materials presented by the teacher
4. Assists with classroom management
5. Assists with projects
6. Assists with student drop off and pick up
7. Supports teachers and supervises students during transition times
8. Checks and monitors student work
9. Models integrity, curiosity, responsibility, respect, and creativity
10. Protects the peace and privacy of student work
11. Participates in required Montessori staff development
12. Attends staff meetings

B. Material Preparation:

1. Prepares instructional materials and the educational environment as directed by teachers and administration
2. Assists with maintenance of student records
3. Assists in the preparation, organization and management/maintenance of supplies and materials
4. Assists with preparing bulletin boards and other displays

C. Supervision:

1. Supervises students as assigned ensuring the maintenance of a Montessori climate
2. Participates in the establishment and maintenance of an atmosphere of student and collegial support
3. Demonstrates respect for racial, cultural, gender, ethnic, socio-economic and ability differences
4. Supervises playground, media center, computer lab, lunchroom, gym, and other areas throughout the school

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D. Other Duties:

1. Helps maintain strong relationships with parents, students, and staff characterized by mutual respect and goodwill
2. Assists on field trips
3. Assists with special school events
4. Participates in personnel professional growth opportunities provided by the CVMCS administration
5. Performs other duties as assigned

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