



Montessori

SCHOOL *of* HUNTSVILLE

SINCE 1965

Job Description - Assistant Teacher

Supervised by: Head of School

DEIJ Commitment Statement

The Montessori School of Huntsville is committed to attracting, cultivating, and retaining a diverse faculty that embraces difference and celebrates connection. As such, your unique identity and experiences bring tremendous value to our school and are integral to fostering an inclusive community that honors and nurtures the expansive potential of both children and adults alike.

Nondiscrimination Policy

The Montessori School of Huntsville shall not discriminate, endorse, or affiliate with those who discriminate on the basis of age, religion, genetics, race, creed, ethnicity, color, disability, gender, marital status, sexual orientation or national origin.

Objective

The Assistant Teacher understands and promotes the school's mission, vision, objectives and policies both within and outside the immediate school community. The teacher is responsible for supporting a Montessori classroom environment and curriculum that supports the individual needs of the children. Candidates must actively embrace lifelong learning as well as a collaborative approach to education balanced with a strong sense of autonomy. A passion for outdoor education and a belief in deeply respectful parenting/teaching philosophies and restorative practices are a must.

Qualifications

1. Has earned a minimum of a bachelor's degree or is the process of earning one.
2. Has an understanding of the Montessori philosophy in accordance with MSH's [mission and core values](#).
3. Demonstrates an ability to relate sensitively to people of all ages and varied backgrounds.
4. Possesses a professional manner, personal characteristics and mental abilities necessary to work with young children, including:
5. Demonstrates an interest in upgrading professional qualifications by participating in a staff development program, especially related to the Montessori approach to education.
 - a. respect for and faith in each child,
 - b. sensitivity to individual's needs and learning styles,
 - c. ability to provide appropriate challenges to each child's learning development,
 - d. exceptional amount of patience and flexibility
6. Meets all staff requirements of local and state regulatory agencies.
7. Maintains current First Aid and Pediatric CPR certification.
8. Maintains annual training per DHR

Essential Functions

1. Prioritizes the safety and well being of students and staff at all times through adherence to DHR Performance Standards, MSH Policies and Procedures, and AMS Code of Ethics.
2. Assists the lead guide in ensuring an appropriate, stimulating program of activities, consistent with the Montessori philosophy.
3. Participates in ongoing development in respectful frameworks for working with children, including, but not limited to, Positive Discipline, Nonviolent Communications, and Collaborative Proactive Solutions.
4. Assumes the leadership role in the class when the lead guide is absent.
5. Shares responsibility for the care, maintenance, and cleanliness of the classroom, playground, outdoor classroom, and materials.
6. Assists the lead guide daily with data entry for digital student records.
7. Assists in ensuring that the classroom and associated areas (including playground) meet all licensing, safety, and health requirements.
8. Fulfills cleaning, opening, and lock-up responsibilities as applicable.

Physical Demands

Persons must have enough physical stamina to work effectively with young children and must be able to stand for a lengthy number of hours. They also must have the ability to see and hear children and to lift 45 pounds.

Position and Work Hours

Must be able to work 11 months out of the year, August - June. Must be available, as needed, during seasonal breaks, i.e., fall, spring, and summer (July). Assistant Teachers must assist with any opening or closing of school activities. Attendance at Montessori events outside of the normal workweek is highly encouraged and sometimes required.

Additional Responsibilities

1. Serves as an ambassador for the Montessori School of Huntsville in all communications and interactions with stakeholders, guided by MSH core values and AMS Code of Ethics.
2. Ensures compliance with all local, state, and federal regulatory agencies.
3. Demonstrates a leadership capacity and growth mindset.
4. Accepts state-mandated responsibility to report suspected child abuse or neglect directly to the AL Department of Human Resources as outlined in the MSH Staff Handbook.
5. Accepts responsibility for educating students for a life of purpose, integrity, and academic accomplishment.

**This job description is not designed to cover or contain a final comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.