



**Highland** Community School

*A parent-directed, Montessori charter school*

## ***Highland Community School Job Description***

**Position: Classroom Assistant**

**Reports to: Educational Leader**

### **General Description:**

The classroom assistant supports the classroom lead teacher in his/her efforts to guide the children. The classroom assistant's roles are varied and critical to the smooth flow of the daily work of all the children in a prepared Montessori environment. The assistant understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

### **Essential Duties and Responsibilities:**

- **Communication** – An assistant models for the children the same communication style of the classroom lead teacher. This includes choice of phrases, words, tone, and volume. He or she supports the children in the mediation of their disagreements through age-appropriate critical questions. He or she determines through observation when to intervene and when to let the children solve problems in their own ways. The classroom assistant maintains high expectations for social interactions and is aware of the flow of these interactions through observations of the movement and conversations of the children. A classroom assistant maintains a clear and defined boundary when speaking with parents always referring them back to the lead teacher.
- **Classroom** – One of the main roles for the assistant is the maintenance of the Montessori classroom. This maintenance includes, but is not limited to: restocking necessary classroom materials in accordance to the lead teacher's guidance; maintaining all materials clean and set in the order that the lead teacher first placed them on the shelves; making new materials and/or replacing damaged home-made materials as requested by the lead teacher; replenishing copies or paper needed in the different areas of the classroom, as well as making copies as requested by the lead teacher; cleaning sinks, refrigerator, microwave and any other appliance after school and in accordance to the guidance of the classroom teacher.
- **Professional Expectations** – A classroom assistant is expected to meet a certain professional expectation that includes, but is not limited to: being consistently on time for outside duties, as well as other duties assigned throughout the building; checking and responding to emails and other school internet communication in a timely manner;

dressing appropriately to the setting and activity to be carried out on a particular day following the guidance of his/her classroom lead teacher; consistently following school procedures such as clocking in and out in the morning, for lunch time and the evening; attending evening events as required and carry out the functions as assigned (e.g. Winter Celebration, Cultural Celebration, Annual Meeting, Family Potlucks, etc); attending the classroom camping trips and supporting the lead teacher in carrying out the various activities planned; selecting appropriate channels for conflict resolution and for voicing any concerns; and observing proper use of any electronics including personal cell phones.

- **Initiative & Problem Solving** – An assistant will maintain appropriate records and submit reports in a timely fashion per lead teacher’s directive; develop workable solutions to most problems independently; go beyond assigned tasks to support the school environment when appropriate; help students to create solutions to their own problems and move toward independence; seek out resources to support his/her own growth in understanding child development and Montessori principles; and support and cooperate with peers.
- **Other** – Complete all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. He or she will perform related work as required.

**Qualifications:**

- High school diploma. Some college preferred.
- Ability to effectively communicate and work well with students, parents, school personnel, and the community.
- Ability to seek guidance and desire to learn.
- Desire to work with children and support adults that teach the children.
- Montessori background or exposure desired, but not required.