



Job Description

Job Title: Support Assistant

Program/Department: All levels

Reports To: Site Director, Toddler & Primary

FLSA Status: Non-Exempt

The support assistant position works with Lead Teachers and Assistant Teachers at all levels to provide a warm, nurturing, prepared Montessori environment when regular classroom staff is unavailable. The Montessori Toddler program serves children under 3 years old, the Primary program includes children ages 3–6, encompassing the kindergarten year, and the Elementary program includes children 6 - 12 years old. The support assistant assists these programs by providing break coverage, playground supervision, naptime support, carline, student pickup/drop-off, and more. When not assigned to a classroom, this role contributes to material making, administrative tasks, and other duties as requested. This individual is flexible and adaptable to various environments and responsibilities.

When in a classroom, the support assistant supports the community by promoting the well-being of the children and the group. They observe the classroom and children, communicate observations to the Guide or Assistant, and help ensure that the goals of Montessori education at MMS are achieved.

The support assistant is responsible for maintaining the rhythm of all classrooms they enter. This includes being aware of each classroom's unique routines and children's needs. They maintain a calm, supportive presence and serve as a reliable adult in the room for both children and staff to turn to.

The following details the position further:

CHILD-RELATED DUTIES

- ❖ Provide morning drop-off supervision as specified by the classroom Guide/Assistant.
- ❖ Assist in your assigned classroom. The Guide or Assistant will update you on the class's needs and how you can best support the class throughout the day. They will also explain how to help

set up the classroom before students arrive (e.g., food preparation, sharpening pencils, dusting shelves, cleaning paint brushes, etc.).

- ❖ Refer to the class allergy lists and familiarize yourself with any life-threatening allergies that may be present. Notice where medications are kept. Ask any questions as needed to be prepared for responding to emergencies. Ensure that you are familiar with the names of children with allergies and that other staff members inform you of the children's identities.
- ❖ When in the classroom, be aware of and responsible for maintaining the order, care, and cleanliness of the environment during class.
- ❖ Be responsible for vigilant surveillance of the children at all times, know the number of children in the room, and ensure 'line of sight' is maintained.
- ❖ Step in to prevent any injury to a child or damage to a material as needed.
- ❖ Record observations of children/environment per Guide's/Assistants' request.
- ❖ Report any abnormal or troublesome incidents to the Guide/Assistant and Site Director.
- ❖ Report to the Guide/Assistant anything that needs repair or replacement.
- ❖ Respond to and provide appropriate first aid as instructed during training. Once a child is cared for, ensure that an Injury or Incident Report is created and that the classroom Guide/Assistant follows through on the report protocol.
- ❖ Relate to each child in a positive, respectful, and constructive manner, considering their individual temperament, age, and abilities.
- ❖ Speak positively and encourage a growth mindset and a 'you are capable' attitude with children.
- ❖ Resist the urge to swoop in and help when a child is still content and problem-solving a challenge.

PARENTAL RELATIONS

- ❖ Acknowledge parents and adults and ask if they are being helped or need something.
- ❖ Engage in polite, kind, and warm interactions with families and children during arrival and departure times.
- ❖ Refer any comments, questions, or concerns parents express to the child's Guide.
- ❖ Refrain from offering advice that could contradict the guidance of the child's classroom Guide.

ADMINISTRATIVE DUTIES

- ❖ Assist in the classroom during assigned work hours.
- ❖ To support smooth school operations, read, refer to, and follow all procedures and expectations outlined in the Employee Handbook, Safety Handbook, and Parent Handbook.
- ❖ Complete the necessary forms on time.
- ❖ Complete all mandatory training on time.
- ❖ If you need additional support, please reach out to your immediate supervisor.
- ❖ When not substituting for a guide or assistant, be available to support in various capacities as needed, including, but not limited to, front desk coverage, material preparation, carline direction, etc.