

The POST OAK SCHOOL



Position Title: Elementary Assistant Teacher

FLSA Classification: Non-exempt, academic-year (10-month) position

Reports To: Elementary Director

Hours: 8:00 a.m.–4:00 p.m.

Start Date: Beginning of the 2026–2027 School Year (Fall 2026)

Summary

The Elementary classroom assistant position serves the students of Post Oak by providing additional support in the development of the child in the Montessori environment through the preparation of the environment, modeling grace and courtesy, observation, assistance with follow-up work, and communication with families. The Elementary classroom assistant is a full-time position responsible for implementation of the AMI curriculum in the Elementary program for ages 6-9 or 9-12. This role includes:

- Modeling a positive regard for the children, their work, and their personal dignity
- Preparing an environment for optimal growth and development – academic, social, physical, and emotional
- Maintain beauty, cleanliness, and order in the environment
- Guiding, and assessing students through the AMI Elementary curriculum
- Engaging in collaboration with faculty and staff.
- Communicating with families on a regular basis under the direction of the lead teacher
- Attending overnight experiences for the students (grades 3 and up)
- Support all school policies and procedures
- Attend required school events

Qualifications

We are looking for people who possess:

- Bachelor's Degree preferred
- Be enthusiastic, flexible, and have a passion for personal learning
- Experience in working with students
- The ability to create a learning environment that engages students
- Commitment to the goals of Montessori education

Physical Requirements and Work Environment

Regularly sit, talk, and listen

Regularly uses close and distance vision

The Post Oak School is an equal opportunity employer.

The Post Oak School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, nationality or ethnic origin with regard to hiring, admission or in the administration of any of its programs.

