

WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL

POSITION: ENRICHMENT TEACHER ASSISTANT

Description:

Willow Oak Montessori is a collaborative community of professionals passionate about engaging every child in an inspirational and equitable individualized learning journey. The Enrichment Teacher Assistant will be eager to take his/her cues from the Enrichment Lead Teachers (Art, Music, Physical Education, and/or Spanish), and will be adaptable in offering assistance where it is needed most, with the ultimate goal of helping to ensure that our school is a safe, happy, and comfortable place for all students to learn.

Employment Classification: Instructional Support

Contract Type: Part-Time (25 hours per week); Hourly (could be combined with an available After School position to create a full-time position with associated benefits)

Position Reports To: Assistant Head of School - Montessori Coach - Curriculum & Operations

Requirements:

- High School Degree
- Adaptable, Proactive, and Positive Nature
- Availability that corresponds to scheduled classes
- Basic understanding of and interest in the Montessori philosophy

Preferred:

- Associates or Bachelors Degree
- Teaching License/Certificate
- CPR and/or First Aid certification
- Previous Montessori experience
- Applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team

Key Responsibilities:

Supporting our Montessori Enrichment Professionals and Students

- Cultivate a safe and nurturing environment for all students, paying particular attention to the barriers that students and families from traditionally disempowered populations face in fully participating in our community.
- Support student's needs in all areas - physical, emotional, social, and intellectual.
- Support lead teachers in reinforcing classroom agreements in a positive manner.
- Assist in maintaining clean and orderly learning environments.

Professionalism

- Collaborate with colleagues to mentor and support one another to improve teacher effectiveness and equitable student outcomes.
- Maintain a professional attitude toward students, parents, faculty, and the community at all times.
- Strive to be a desirable example for students in attitude, action, speech, and dress.
- Maintain confidentiality regarding all children, families, faculty, and the school as stated in the Willow Oak Montessori Confidentiality Agreement.
- Comply with all policies and procedures included in the Personnel Handbook, Student Handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society Code of Ethics and the Code of Ethics for North Carolina Educators.
- Engage in a continuing education program of study.