



**MONTESSORI DE TERRA LINDA  
JOB DESCRIPTION  
PRIMARY ASSISTANT**

Responsibilities Include:

- Assist Head Teacher with basic classroom support
  - Supervise and provide overview of classroom during work period
  - Support the work of the Head Teacher as directed
  - Work with individual children or small groups of children as directed by Head Teacher
  - Guide students in making connections to find solutions to their questions
  - Provide observations to Head Teacher as necessary
  - Help maintain current and accurate classroom records and attendance
  - Help maintain an environment that meets or exceeds State health, fire and childcare requirements
- Supervise the yard during playtime
- Share the responsibility for the safety and physical wellbeing of the children at all times
  - Children are never to be left unattended
  - Classroom ratios must be maintained on the play yard as they are inside (1 adult/12children)
- Report any and all accidents/incidents immediately using the proper written form as indicated in the Employee Handbook
- Assist in supervising the children in the event of an emergency and or evacuation
- Cultivate and reinforce positive student behavior
- Model appropriate behavior by demonstrating respect and care towards students at all times
- Be responsible for daily classroom cleaning, preparation and repair of materials
- Assist with maintenance and inventory of classroom materials
- Work cooperatively and meet regularly with Head Teacher
- Participate in all staff and assistant meetings
- Attend required afterschool programs and events
- Participate in yearly staff development days
- Participate in yearly evaluation and review meeting