

Daily routine for Morning assistant

8:15-8:50

Assistant arrives and helps set up the classroom for the day. This includes unloading the dishwasher and putting away the dishes, gathering children's work from the drying rack and placing it in their take home work files, helping the teacher with various other preparations for the day. A few children arrive at 8:30 so this may include helping them hang up their outside clothing and putting away their lunch boxes.

8:50- 9:10

Assistant accompanies one of the two teachers to greet the children in the circle drive and escort them in small groups down to the classroom.

9:10-11:30

Assistant helps in the classroom under the direction of the lead teacher. This includes preparing snack and making sure that it is replenished throughout the morning. Assistant will help children with various activities such as reminding children to return their work to the shelf when they are finished, filling up paint and glue when needed, re-filling practical life activities such as polishing as needed. Assistant will also help children use the toilet or wash hands when needed or change into dry clothing if they become wet with water or potty accidents. If the individual desires or is trained they may be asked to give simple lessons on work. They may be asked to read to children or play I spy or the number memory game. Assistant will sanitize the tables in the lunch area, clean the children's washing sink, refilling it with clean soapy and rinse water, sweep the floor if needed and help two older children set the tables for lunch.

11:30 – 12:30 Assistant helps with the going outside procedure which is to use the potty if desired, change into outside clothing, line up and walk outside as a group to the playground. Assistant will watch children with two other teachers to maintain that children are having fun and being safe outside. At noon Assistant will help children line up to walk back inside and then help children get ready for lunch which includes washing their hands, gathering their lunch boxes, placing their food on their plates and conversing with them as they begin to eat their lunch.

12:30 Assistant leaves for the day.

Additional work: This assistant will keep track of daily attendance and report it to the program director by email on a weekly basis. They will be trained to do this.

Necessary Qualifications:

The successful candidate will pass a background check with the State of Michigan. They will have a desire to work with children and be familiar with or interested in the Montessori method of educating children. This person will be patient, able to communicate with other adults and children and will take direction from the lead teacher and assistant teacher. A Bachelors or Associates degree or Montessori training is required.

Opportunities:

This candidate will have an opportunity to learn about the Montessori philosophy and materials, attend a paid Montessori workshop, and work with a wonderful group of young children. A weekly afternoon shift until 3:30 may be available if desired.