



**CORNERSTONE**

1611 Ames Avenue | St. Paul, MN 55106

651-774-5000 Phone

651-209-0846 Fax

## **Cornerstone Montessori School and Cornerstone Montessori Elementary School Job Description**

**Job Title:** Trained Assistant  
**Reports To:** Lead Guide, Head of School  
**Approved By:** Board of Directors

### **SUMMARY**

Supports the guide in classroom activities and supports Cornerstone Montessori School and Cornerstone Montessori Elementary School's goals and objectives in accordance with the mission statements for each school. The Trained Assistant works with the Lead Guide to help provide the highest quality Montessori learning environment that meets standards set by the Association Montessori Internationale, the State of Minnesota licensing standards for public elementary schools, and the Department of Human Services requirements for child care programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

### **Classroom Activities**

- Supports the Lead Guide in establishing a classroom community that is peaceful and supportive of child development.
- Supports routines for transition times such as arrival and departure, lunch, recess, and nap.
- Supports the Lead Guide's plan of the daily, weekly, and yearly flow of the environment. Uses their Montessori training to individualize interactions with children and enable their access of the environment.
- Maintains and organizes the indoor and outdoor environments daily.
- Assists in material making in accordance with Montessori training. Materials should be complete, in good repair, and maintained in accordance with Montessori principles of beauty, order, and simplicity.
- Observes children daily for choice and engagement; brings any developmental concerns to the Lead Guide and Head of School.
- Completes standardized assessments as directed by the Lead Guide and Cornerstone policy.
- Works with the guide who is responsible for the safety and welfare of the child, including training and supervising the children in fire and tornado drills. Reports any and all accidents and incidents at once and keeps current CPR, First Aid and Blood Borne Pathogen training, as well as all trainings required by the Minnesota Department of Human Services.
- Monitors the classroom and outdoor environment for safety. Is aware of all children's locations at all times.
- Follows a dependable procedure for conflict resolution that is cohesive with Montessori pedagogy.

### **Professional Growth**

- Continues professional growth through attendance at workshops, seminars, conferences, including the annual AMI refresher course, in-service opportunities and/or coursework or other educational opportunities to increase knowledge of ways to support each child's optimal growth and in service of overall job performance and responsibilities.
- Attends staff meetings as required.

- Is willing to obtain or maintains current Minnesota Department of Education license and works with administration through the re-licensure process. Completes the required licensure paperwork within the required timelines.

### **Administrative Responsibilities**

- Participates as a full member of the classroom team in establishing a collaborative environment for children and adults to thrive.
- Is aware of and follows policies as detailed in the Employee and Parent Handbooks. Attends school events as required by school administration.
- Participates with the Lead Guide and parents to discuss each child's developmental progress in the school as part of conferences and collaborates with Lead Guide to write progress reports focusing on the academic, emotional, and physical development of each child and reflecting strengths and challenges observed in each area.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Previous experience teaching in a Montessori setting preferred; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability to perform the work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Bachelor's degree from an accredited institution
- AMI Primary Diploma
- Current State of Minnesota teaching license (preferred)
- First Aid and CPR certification
- Required DHS certifications

### **Knowledge, Skills, and Abilities**

- Knowledge and skill in instructional principles, methods, and techniques of Montessori program as adhered to and defined by the Association Montessori Internationale (AMI).
- Skill in obtaining, clarifying, and exchanging information.
- Skill in classroom management.
- Skill in handling child discipline.
- Ability to organize and coordinate activities.
- Ability to serve as a role model and treat children as individuals in a professional and respectful manner.
- Ability to maintain confidentiality.
- Skill in establishing and maintaining effective working relationships with a variety of people in a multi-cultural, diverse socioeconomic setting.
- Commitment to fulfill the mission of the school and actively collaborate with staff and parents in this effort.
- Skill in communicating effectively, both orally and in writing, with children, parents, and other professionals on a regular basis.
- Ability to fully participate as a team member in a professional learning community and as a team leader in the classroom community.

### **Work Schedule**

The Trained Assistant is expected to be at school for an 8 hour shift between 7:30am and 5:30pm, with a half hour break each day; exact hours will be determined in conjunction with the Lead Guide and Head of School. Trained Assistants may not take their break during the 3-hour morning work cycle, but may step out for 10 to 15 minutes, if necessary, during the morning work cycle. Additional events, meetings, and activities may be required outside the work day.

To apply, please submit resume and cover letter to Alyssa Schwartz, [alyssa@mtcm.org](mailto:alyssa@mtcm.org).