



## St. Mary School SWORMVILLE

Date Posted: 5/2/2023

Send resume to: Name: Mrs. Tristan D'Angelo  
Address:  
Email: [principal@stmaryschoolswormville.org](mailto:principal@stmaryschoolswormville.org)

Type of Employment: Summer:  Part-Time : If part-time, # of hours per week Full-Time:

Job Title of Open Position: Montessori Ages 3,4,5 Classroom Assistant

Salary: Dependent upon experience Salary will be:  hourly  other

Employer: St. Mary School Swormville Department School

Location Address: 6919 Transit Rd. East Amherst, NY 14051

Employer website: [www.stmaryschoolswormville.org](http://www.stmaryschoolswormville.org)

### **Brief Job Description**

Under the direction of the lead teachers, help to establish a classroom culture of calm, productive work. Supervise the classroom when necessary and work with individual children or small groups of children as directed by the lead teacher.

### **Essential Duties & Responsibilities**

- Maintain the prepared environment by implementing the Montessori curriculum according to the specifics provided by the school and lead teacher.
- Follow lesson plans created by the lead teacher; engage with the students during the work cycle to meet the needs of each child enrolled in the classroom.
- Give lessons as directed by lead teacher on a one-on-one or group basis and assist toddlers who may have trouble grasping concepts.
- Communicate professionally with the parents, discussing their child's day-to-day interactions with the materials, peers, and adults.
- Communicate with the children using language and tone of voice that is authentic, natural and, most importantly, kind.
- Promote feelings of security and trust by encouraging and supporting children when necessary through activities and practical life skills.
- Seek balance when supporting students: avoid over-assisting or abandonment while children are practicing new skills (dressing, putting on shoes, face washing, nose wiping, etc.). Remember the credo should be "help me help myself to learn to do it well."
- Follow the children and the energy of the classroom to determine the needs of the students.

- Be available, present, and focused on the children during daily transitions (i.e., work cycle, walks, recess, lunch, etc).
- Perform cleaning and maintenance necessary to keep the classroom and common spaces clean, beautiful, and safe.
- Maintain a positive work environment among all staff that is professional, kind, and inclusive.
- Engage in weekly team meetings by sharing observations and asking questions about child development and how to best support each child.

**Qualifications: Required Education/Experience**

- Montessori training preferred

**Desired Skills**

- Use of email and electronic communication
- Strong communication skills
- Team player

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **08/18/2021**