



**CORNERSTONE**

1611 Ames Avenue ☐ St. Paul, MN 55106

651-774-5000 Phone

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### **Cornerstone Montessori Elementary School**

**Job Title:** Upper Elementary Teacher Assistant  
**Reports To:** Lead Guide, Head of School

#### **SUMMARY**

The Teacher Assistant supports the work of the trained Guide to help provide the highest quality Montessori learning environment that meets standards set by the Association Montessori Internationale, and the state of Minnesota licensing standards for public elementary school.

*The qualified candidate will possess a minimum of a high school degree and either an associate degree or at least 60 credits of college education in any field. Preference given to those with further education and knowledgeable about the Montessori Philosophy of Education.*

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **Preparing the Environment**

- The Teacher Assistant takes time everyday for the maintenance and preparation of the environment after dismissal. The Trained Assistant helps to maintain the complete Montessori environment. Materials should be complete, in good repair, and maintained in accordance with Montessori principles of beauty, order, and simplicity.
- The environment outside the class—mudroom, outdoor environment, and other common areas—should be introduced and available to the children and well maintained.
- The Teacher Assistant creates materials for the children's use, following the Guide's direction.

##### **Operations**

- **Safety.** The Teacher Assistant works with the Guide who is responsible for the safety and welfare of the child. This includes training and supervising the children in fire and tornado drills. The Teacher Assistant reports any and all accidents and incident reports at once and keeps current CPR, First Aid and Blood Borne Pathogen training as required.
- **Daily Flow.** The Teacher Assistant supports the Guide's plan of the daily, weekly, and yearly flow of the class, according to the Guide's Montessori training. The Teacher Assistant shall support routines and rituals around leaving the classroom and transition times such as arrival and departure, lunch and recess.
- **Conflict Resolution.** The Teacher Assistant shall follow a dependable procedure that is cohesive with Montessori pedagogy for conflict resolution in the school.

##### **Other Responsibilities**

- **Teacher.** The Teacher Assistant will communicate regularly with the Guide with whom she or he works.
- **Specialist.** The Teacher Assistant supports activities with specialists, such as ELL or Special Education teachers, paraprofessionals, or contracted professionals, in connection with the classroom environment.
- **Staff Meetings.** The Teacher Assistant is expected to attend staff meetings in accordance with the school meeting calendar.

- **Special Events.** Teacher Assistants are to be present at school events, such as community picnics. Teacher Assistants are expected to participate in parent education evenings, trading with other staff either to provide childcare or attend the presentations.
- **Administrative Responsibilities.** Teacher Assistants are expected to support the school and its leadership and be knowledgeable of and follow the school policies and attend school events as described in the staff handbook.

**TO APPLY**

Please send resume and cover letter to Alyssa Schwartz, Head of School,  
alyssaschwartz@cornerstone-elementary.org.