



## **Montessori Assistant Teacher**

The Montessori School of Northampton is seeking a passionate and energetic Assistant teacher for the 2026-2027 school year.

The role of the Assistant Teacher is to assist the lead teacher in nurturing the students and managing the activities of the classroom while upholding the mission of the Montessori School of Northampton. The assistant should work collaboratively and enthusiastically with their team, colleagues, administrators, and parents.

**Hours:** 40 hours /week; 10 months/year, salaried position

**Salary Range:** \$19.00-\$21.00/hr, commensurate with experience and qualifications

**Benefits:** Health (with employer contribution), dental and vision insurance; generous PTO; 401(k); FSA; HRA; Life and long-term disability insurance; tuition remission; professional development opportunities; parental leave and short-term disability through the MA PFML program

### **Areas of responsibility include:**

#### **Program:**

- Maintains congruence between the Montessori School of Northampton's mission statement and all classroom activities.
- Assists in classroom activities as directed by the teacher.
- Prepares the classroom environment as directed by the teacher and to maintain order and cleanliness.
- Makes classroom materials as directed by the teacher.
- Keeps all supplies refilled.
- Provides for the safety and well being of the students at all times.
- Shares student information with teachers of their specific classroom only and respects confidentiality.
- Is a student and observer of the Montessori approach and philosophy and incorporates these practices within the classroom.

#### **Parent Communication:**

- Understands that the head teacher is the spokesperson for the classroom, and refers any parents with concerns to the head teacher.
- Participates in parent conferences as needed by the teacher.
- Participates in program level parent orientation/education events.

#### **School Community:**

- Strives for unity, harmony and cooperation per Harmony Agreement.

- Is an ambassador and advocate for all program levels.

**Staff-Wide General Responsibilities:**

- Supports the school and its leadership.
- Performs tasks necessary to maintain a clean, orderly and attractive Montessori environment.
- Attends appropriate program level meetings, staff/faculty meetings and professional development offerings.
- Maintains a nurturing, warm, objective attitude toward all children.
- Maintains respectful communications with all children and parents
- Models professional, appropriate and ethical behavior.; respects student confidentiality, works respectfully with parents, cooperates with staff members, works out differences in a mature and reasonable manner and communicates unresolved issues to the Head of School
- Meets with Head of School as scheduled and additionally to solve problems as necessary, as they may relate to relations with school, families, staff or staff member's performances.
- Participates in annual evaluation process, including review of job description, goal setting and performance review with the Head of School.
- Models lifelong learning; engages in self-evaluation, professional growth, scholarship, and effective training; meets professional development goals as set with supervisor.
- Manages e-mail and voice mail in line with school-wide expectations
- Upholds and follows all school policies
- Is familiar with and promotes the school's Mission Statement and Harmony agreement
- Attends school events as requested by the Head of School
- Performs other duties as requested by the Head of School

**A successful candidate must possess:**

- Experience working with children in the 3-6 year old age range
- Interest in and knowledge of Montessori education
- Interest or a concentration in early childhood education
- Effective communication skills-both written and spoken; strong interpersonal and collaborative skills; flexibility, warmth, and sense of humor.

Please send a letter of interest, resume, and 3 references.

*The Montessori School of Northampton is an equal opportunity employer. MSN is committed to selecting faculty and staff without regard to race, color, religious creed, ethnicity, sex, gender identity, genetic information, national origin or ancestry, age, handicap or disability, sexual orientation, marital status, veteran status or any other status protected by applicable law. This policy applies to all personnel actions and conditions of employment, including recruitment, hiring, training and promotion.*

*MSN makes every effort to provide reasonable accommodations to qualified applicants or employees with disabilities of which we are aware. Broad diversity is essential to fostering an inclusive climate and central to MSN's goals of achieving excellence in all areas.*