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Rapid City, SD 57702
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Children's House Montessori (CHM) of Rapid City, South Dakota, is seeking a **Full Time Primary Assistant** for the 2024-2025 School Year. The position is set to begin in August 2024.

Job Overview: A Primary Assistant works with a Lead Teacher to promote classroom community, create and sustain a beautiful classroom environment, support the individual and collective needs of the students, communicate and partner effectively with the classroom lead teacher and work collectively with other members of the staff. CHM assistants are expected to actively support the mission and values of the school and contribute to a positive school culture as well as participate at school events, parent education, and on-going professional development.

About Our School: Children's House Montessori is a state-accredited Montessori school and nonprofit organization serving students from preschool to 6th grade located in Rapid City, South Dakota. Our mission is to provide a hands-on, interactive and individually geared Montessori education that gives students a strong foundation in problem solving, higher order thinking and an appreciation for the love of learning.

Qualification Requirements

- High school diploma or equivalent
- Experience in a classroom setting (preferred)
- Understanding of Montessori Method (preferred)
- Compassionate attitude and strong understanding of child development
- High-energy and enthusiastic about working in an academic atmosphere
- Professional, patient, positive and a sense of humor

Position Title: Primary Assistant

Classroom: Primary (Mixed age 3 to 6 years old)

Reports to: Director and Lead Teacher

Status: Full time/School Year

Supervisory responsibility: None

Compensation: \$18/hour

Work environment: A large, home-like building with two classroom spaces, kitchen, and large windows, situated on a two-building campus with a 1 acre outdoor recreational/playground space. Temperature is kept between 68-72 degrees, and the building has air conditioning and heating. Noise is kept to a minimum but children can on occasion raise their voices.

Time commitment: Follows typical school year schedule from mid-August to mid-May. Daily schedule is Monday-Friday 7:15 am-3:15 pm or 7:30-3:30 pm. Trainings, professional development, and staff meetings are mandatory and scheduled outside of school time.

Physical demands: Prolonged periods standing and walking throughout the classroom. Must be able to lift up to 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. Some bending, stooping, and lifting are required to set up or move classroom materials.

Classroom Responsibilities:

- Be on time and well prepared to greet the children each day.
- Communicate clearly and accurately with children, conveying expectations and managing student behavior in a positive, respectful, and effective manner.
- Help manage the classroom in such a manner that children are able to concentrate on their work, be competent in their practice, and have confidence in their abilities.
- Assist children with bathroom needs.
- Participate in keeping the bathroom and kitchen areas clean.
- Involve and direct children as needed, after observation, and provide the opportunity for them to act independently.
- Model appropriate behavior and respectful communication at all times with the children and with other staff.
- Be familiar with the Grace and Courtesy components of the Montessori curriculum.
- Create an emotional climate in the classroom that is warm and comfortable and in which children feel safe and nurtured.
- Support a clear process for resolving difficulties and/or conflict that children use regularly.
- Create a pleasant, calm, and orderly atmosphere during transitions and lunch and stay involved and vigilant on the playground during recess.
- Encourage children to be responsible, self-disciplined, and to accept external authority or redirection.
- Assure the safety of each child on and off school grounds.
- Assist in the implementation of the daily programming under the direction of the supervising teacher.
- Support the recordkeeping of the supervising teacher.

- Be aware of and sensitive to children's individual challenges, styles and intelligences. Treat all students equitably and make appropriate adjustments to meet individual differences.
- Promote and practice the tenets contained in CHM's mission statement and values.

Preparation of the Environment:

- Assist the lead teacher in helping prepare materials and lessons that meet the needs and interests of the children, are appropriate to their development, and are based on Montessori philosophy and practice and best educational practices.
- Help to prepare and maintain an environment that is well organized, orderly, attractive, and aesthetically pleasing.
- Ensure the classroom is clean and disinfected frequently.
- Be sure classroom materials and supplies are replenished so that children may work independently.
- Assistants will arrive promptly at their start time to prepare the classroom environment each day.
- Assist in establishing and maintaining a harmonious and joyful classroom.
- Assist with end of the school day clean up.

Professional Growth:

- Gain knowledge of Montessori philosophy and best educational practices.
- Participate enthusiastically in yearly professional development opportunities (minimum of 10 hours per year).
- Set realistic and meaningful annual professional development goals and successfully accomplish them.
- Be able to engage in honest self-assessment and receive feedback from peers, lead teacher and director.
- Be willing to improve and assume responsibility for your actions.
- Demonstrate the ability to reason, take multiple perspectives, be creative, take risks, experiment, and solve problems.
- Maintain a professional and positive attitude on campus and at all school related events.

Community Engagement:

Colleagues

- Discuss curriculum, classroom management, and educational philosophy with team peers and share expertise, welcome new ideas, and demonstrate the ability to be flexible.

- Give and receive help from colleagues. Provide active, on-going support for all colleagues and demonstrate strong collaborative skills. Participate positively as a member of the classroom, program, and staff as a whole.
- Deal directly with colleagues in regards to any unresolved issues. Avoid gossip.
- Be respectful of community agreements such as being prompt to meetings and fulfilling responsibilities.

Parents

- Be responsive, respectful, and supportive of parents at all times.

Children's House Montessori offers tuition remission for children of staff to attend our school, retirement match contribution, paid time off, and a supportive, nurturing environment.

Children's House Montessori does not discriminate on the basis of race, religion, age, sex, sexual orientation, national origin, or disability.

Applicants are invited to visit the CHM website (www.chkids.net) to learn more about the school and its programs.

To Apply: Please email a cover letter and resume to director@chkids.net

