



Job Description

2 Montessori Way

Camden, South Carolina 29020

Phone: 803.432.6828 Fax: 803.432.6422

Position: Instructional Assistant - Elementary

School Description:

MSC is a small public charter Montessori school in Camden, SC. Our 11 acre campus has three buildings and where we serve approximately 150 students ages 6 weeks - 8th grade. The MSC Staff is deeply committed to the mission of the school and many of the employees have been on staff for 10+ years. MSC is a fully accredited GOLD LEVEL school by the Montessori Education Programs International and authorized by the Charter Institute at Erskine. We are also a licensed childcare center with an ABC Quality Rating of "B". We have a diverse staff from multiple countries and our student population is made up of those from Kershaw and surrounding counties in South Carolina. Classroom assistants play a vital role in each classroom environment.

Nature of Position:

Assist the Classroom Director in all aspects of classroom management. Instructional assistants also provide instructional support to students during their independent learning activities (checking work for accuracy, clarifying expectations, supporting the child's problem solving skills, etc.) Elementary Instructional Assistants are an integral part of MSC's Multi-Tiered System of Supports for students. Instructional assistants will be trained on targeted interventions based on the needs of the children in their classroom. Instructional assistants work cooperatively with their Classroom Directors, seek their input and are included in the overall planning and implementation of the program. Instructional Assistants are observers, facilitators and examples in the environment. Instructional Assistants share responsibilities in a mutually satisfying way with their Classroom Directors.

It is possible that the right candidate could move into a Lead Teacher position based on interest, demonstrated performance in the classroom, and educational qualifications.

Qualifications:

The fully qualified candidate:

- a. Associates Degree. Bachelor's Degree preferred. The *ideal* candidate is one that is looking to advance to leading their own classroom as the school is going through a growth period.
- b. Has completed a "Foundations of Montessori" course offered by a MACTE accredited teacher education program or willingness to complete such a course.
- c. Has experience with children at the appropriate level.

Classroom duties:

- a. Observes the children and environment on a daily basis, recording legible and accurate notes.
- b. Ensures the highest quality of preparation and maintenance of the environment on a daily basis, and at the beginning and end of the school year.
- c. Conducts group sessions when requested by the Classroom Director.
- d. May present materials, if knowledge and understanding of lesson presentations and child development has been demonstrated to the Classroom Director.
- e. Assists in maintaining accurate and current information in each child's file.
- f. Prepares new exercises as requested by the Classroom Director.
- g. Requests supplies and new materials on appropriate forms as requested by the Classroom Director.
- h. Assists in coordinating classroom management, making an effort to foster open communications.
- i. Cleans, maintains, restocks, and ensures completeness of lessons as requested.

- j. Participates in room, program level, and staff meetings as requested.
- k. Assists in establishing and maintaining a pleasant and productive working environment for all adults.
- l. Shares responsibility for overall program effectiveness.
- m. Provides lunch & recess supervision and supervision during classroom director planning period.
- n. Participates in ongoing professional development, at a minimum, fulfilling the requirements for annual training set forth by MSC.

Hours: 8AM - 3:15PM, Monday - Friday for 185 days per school calendar. There is an option to add additional days during intersession and/or additional hours through our Extended Day program.

Supervision and evaluation: Classroom Director and Head of School

Salary and Benefits: Per the MSC Salary Schedule.