



JOB TITLE: Elementary Classroom Assistant
REPORTS TO: Director of Education
JOB STATUS: Full-Time / Non-Exempt
SALARY RANGE: \$21-\$23 an hour DOE

The Portland Montessori School (TPMS) is a non-profit community that educates children ages 15 months through 12 years. For over 60 years, we have specialized in Montessori Education adhering to Montessori principles of AMI while focusing on teaching life and social-emotional skills.

We prioritize strong relationships that enhance our school's resources for families and staff, center people and their experiences, and are committed to a culture of belonging, collaboration, and appreciation.

TPMS is committed to the following values as we inspire future leaders.

- Provide high-fidelity **Montessori** education for all
- Invest in people to develop a passion for **lifelong learning**
- Lead **advocacy** efforts that **impact** educational policies
- Create **connected community**
- Develop culturally responsive, **equitable, and inclusive environments**

Job Summary

The Elementary Classroom Assistant supports the Elementary Guide in implementing the Montessori approach within the classroom environment, school common areas, playgrounds, and studio spaces. This role helps create a warm, nurturing, and safe environment for children, where individuality is respected and independence is encouraged. The Elementary Classroom Assistant demonstrates a sense of patience and respect for each child, embodying kindness and serving as a positive role model for good manners and behaviors.

Essential Functions/Responsibilities

- Help nurture and support the children by actively engaging in their care and management.
- Embrace school policies and work with our dynamic classroom teams to create a positive and collaborative environment.
- Help maintain a clean, orderly, and engaging physical environment.

- Establish and maintain cooperative working relationships with children, parents, co-workers and any support professionals working with children.
- Refer any questions from parents regarding disciplinary issues or other classroom concerns to the classroom Guide.
- Supervise children during class, lunch, recess, and transitions.
- Capture candid photos throughout the day. Create content and collaborate with the Guide on the Elementary Newsletter.
- Collaborate with the Guide to effectively coordinate and plan field trips.
- Engage with the Children and the Guide to discuss and organize our weekly outings.
- Possess knowledge of Montessori terminology, approaches, and methods, and be willing to learn and grow continually.
- Lead small group activities as necessary.
- Actively participate in enrichment programs, including winter, spring, and summer camps, aftercare programming, and in-service days.
- Support nap time and assist children in the nap room/transition spaces when necessary.
- Report any unusual occurrences to the appropriate person.
- Collaborate with classroom and enrichment teams to create “prepared environments.”
- Keep common areas, such as the staff room, hallways, children’s bathrooms, laundry room, and storage closets, clean and tidy.
- Report to work, and leave and return from breaks promptly, using the clock in/out tools accurately.
- Participate in all in-service training and meetings.
- Assist with school-related events as needed.
- Perform other duties as assigned.

Key Working Relationships

- Director of Education: Work closely with the Director of Education to maintain consistency across learning spaces and provide information for review and feedback processes.
- Guide: Collaborate directly with the Guide to support the educational offerings of a Montessori education and meet the needs of the children as the Guide delivers lessons.
- Classroom Colleagues: Work as part of a team environment, support camp, aftercare and enrichment activities.

Minimum Education, Skills, and Abilities

- Aide 1 qualification from the Department of Early Learning and Care (DELIC) is required.
- At least one year of experience in a licensed childcare setting is strongly preferred.
- Experience in a Montessori environment is preferred.
- Experience working with children ages six to twelve is preferred.
- Ability to guide children through redirection using positive language and modeling.
- Model respect, sensitivity, kindness, and dignity in all situations.
- Take initiative and fulfill assigned duties without constant direction.

- Exercise a high degree of collaboration and confidentiality.
- Possess excellent interpersonal, communication, and organizational skills.
- Adapt to schedule changes and establish cooperative working relationships.
- Work with integrity and make independent decisions.
- Collaborate effectively with a diverse group of individuals.

State & School Requirements and Training:

- Knowledge and understanding of current Oregon rules and regulations, per the Department of Early Learning and Care
- Must be registered with the Criminal Background Registry
- Pediatric CPR, AED, and First Aid for Children, Infants and Adults.
- Recognizing and Reporting Child Abuse & Neglect (RRCAN)
- Introduction to Child Care Health & Safety (ICCHS)
- Prevention Is Better Than Treatment (PBTT)
- Safe Sleep for Infants (SS)
- Foundations For Learning (FFL)
- 24 total training hours per calendar year, 8 of those must be in Child Development