MONTESSORI ELEMENTARY
HIGHLAND PARK

Date/Time

Job Title:	Teacher Assistant	**Job Category:**	Faculty
Location:	MEHP 700 S. Hawthorne Street Chattanooga, TN 37404	**Reports To:**	Principal

JOB DESCRIPTION

RESPONSIBILITIES

- Assist the Lead Teacher in managing and coordinating classroom activities and schedules
- Use appropriate positive guidance and discipline techniques with the children
- Supervise and guide group activities and children as directed by the classroom teacher
- Responsible for the safety and well-being of students while under our supervision
- Maintain positive interactions with students, staff, and parents
- Attend staff and parent meetings as requested
- Adhere to all school policies, procedures, and guidelines
- Other duties as assigned

QUALIFICATIONS

- Must have a solid foundation in early childhood education and child development
- Prior Montessori teaching experience preferred
- Have the physical capacity to work with children (includes, but is not limited to bending, minor lifting, working on the floor)
- Pass a criminal background check
- CPR/First Aid Certification

KNOWLEDGE/SKILLS/ABILITIES

- Demonstrate excellent verbal and written communication skills to deal effectively with students, educators, parents, and community members
- Demonstrate excellent planning, organizational, problem-solving, decision-making, and time management skills
- Committed to high academic achievement and high expectations for all students
- Maintain high personal standards and integrity
- Able to be a positive team-player and communicate effectively with colleagues, supervisors, students, and families

Compensation is commensurate with education and professional experience.

MEHP is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board of Education will provide reasonable accommodations to qualified individuals with disabilities

and encourages both prospective and current employees to discuss potential accommodations with the employer. MEHP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Printed Name:		**Date:**
Signature:		