



## **JOB DESCRIPTION**

### Assistant Guide

The Assistant Guide reports directly to the Director of Toddler and Children's House Programs and serves as a support to the lead guide in leading the level curricular program in a way that responds to the needs of the "whole child" within the context of the "whole day". The Assistant Guide helps to guide the children's activities academically, emotionally, and physically in a prepared Montessori environment that is in accordance with Montessori philosophy and WSM policies.

The Assistant Guide:

- Assists in preparing an environment in which the furnishings and materials are complete and correspond to the needs of the group.
- Is responsible, with the lead, for the care and maintenance of classroom materials, i.e., maintains an orderly environment, keeping it clean and in good condition. The children are to be brought into this responsibility to the extent that is developmentally appropriate.
- Assists in maintaining an environment that meets or exceeds State health, fire, and childcare requirements.
- Assists in maintaining inventory of the classroom.
- Devotes time and energy to maintaining a working relationship with the lead guide that is characterized by open communication, mutual respect and good will.
- Assists the school's leadership in developing and implementing adult-orientation courses and parent information nights, as requested.
- Assists in planning and implementing field trips and other class excursions.
- Assists in maintaining current, accurate attendance records.
- Establishes positive relationships with students which, while recognizing the differing roles of adult and child, are characterized by mutual respect and good will.
- Supports lead guides with parent conferences as needed.
- Supports the lead in creating and maintaining strong school-home partnerships with parents that are characterized by mutual respect and good will.
- Is responsible, with the lead, for the safety and physical well-being of the children at all times. The children are not to be left unattended, and classroom ratios must be maintained on the playground as they are inside.
- Protects the peace and privacy of the children at work.

- With the lead, trains and supervises children in the execution of evacuation, severe weather and lockdown drills. The routines are to be clearly established and the executed with dispatch and order.
- Reports any and all accidents and incidents at once. Prepares a written report stating date, time, nature of accident/incident, and action taken using the pre-prepared accident/incident report forms.
- Is self-aware and self-monitoring in identifying and solving student, curricular, and school issues.
- Notifies the Head of School immediately of personal or professional difficulties with children, parents, or staff.
- Collaborates with colleagues and the school's leadership in the design and implementation of curriculum within the context of the school's overall program and Mission.
- Assists with other projects, programs and planning as assigned or requested by the head of school and/or his or her designee.
- Attends staff meetings, annual faculty/staff retreat(s), or any special meeting(s) as requested by the head of school.
- Is committed to the WSM Characteristics of Professional Excellence (which forms the foundation of continuing professional development and evaluation at WSM).
- With the support of a faculty advisor, completes *The Faculty Self-Evaluation for Growth & Renewal*, and follows through on annual goals and objectives set through this process.
- Initiates growth and change in her/his own intellectual and professional development, seeking out conferences, courses, and other opportunities to learn.
- Participates in the establishment and maintenance of an atmosphere of collegial support.
- Adheres to AMI / AMS guidelines and professional standards as an affiliate school, for the purpose of maintaining quality and excellence.
- Models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.