



*Good Shepherd Montessori School is a diverse, cooperative learning community that uses the Montessori method to nurture the character and uniqueness of the child and to inspire wonder and a joy of learning. The school fosters spiritual growth in the Christian tradition and cultivates compassionate relationships with all people and just stewardship of the world's resources.*

**Job Title:** Upper Elementary Classroom Assistant  
*Starting August 2024*

We believe respect for the child is the foundation for academic excellence and that children grow at their own pace, following their inner drive to learn. Our faculty and staff guide children academically, emotionally, and spiritually, fostering an intentional learning environment that prizes cooperation over competition. We employ the Catechesis of the Good Shepherd to create space for children to contemplate their relationship with God and the cosmos, one another, and the wider community. We use brain-body regulation strategies to ground our students, build loving relationships with them, and help them stay in the right frame of mind for learning. We reserve time for weekly land-based learning opportunities as well as art and music instruction. We are not afraid to think outside the box to find better ways to serve each student. We see challenges as opportunities for growth and work collaboratively with our students, parents, and colleagues to create possibilities for each child to thrive.

If this resonates with you, consider applying to work with us.

**Job Description**

The upper elementary classroom assistant helps to prepare and maintain the Montessori learning environment and supports the classroom guide in implementing the Montessori curriculum. The classroom assistant maintains an essential supervisory role in the classroom and shares responsibility for the well-being of the children at all times.

**Minimum Qualifications**

- Experience working with children aged 9–12
- Appreciation of and desire to carry out Good Shepherd's mission to nurture the character and uniqueness of each child

## **Preferred Qualifications**

- Bilingual (English/Spanish)
- Bachelor's degree
- Classroom experience with children aged 9–12
- Working knowledge and appreciation of the Montessori approach to education

## **Essential Duties and Responsibilities**

- Support Good Shepherd's mission to foster holistic education that attends to all students' spiritual, intellectual, emotional, and physical development.
- Help to maintain a clean, orderly, and attractive Montessori prepared environment at all times.
- Maintain classroom supplies and materials and assist with material-making and cataloging learning resources.
- Supervise children throughout the day and assist them with tasks as appropriate.
- Coach students in practical and academic tasks to support their growing independence.
- Assist the guide with projects, programs, planning, and recordkeeping.
- Establish positive relationships with students characterized by mutual respect.
- Use positive discipline strategies to set limits and boundaries for students to optimize the Montessori learning environment for the entire class.
- Model and support students' use of peace-building and conflict-resolution strategies to handle peer-to-peer relationship challenges.
- Help to organize and supervise field trips.
- Attend and participate in school functions with a spirit of hospitality.
- Understand and promote the school's mission, purposes, objectives, and policies to parents and other outside constituents in a positive manner.
- Communicate effectively with colleagues and the administrative team.
- Other duties as assigned.

## **Job Details**

- 10-month, salaried position
- Typical working hours: 7:45 a.m.–4:00 p.m. and school events
- Benefits include medical, dental, and vision insurance; paid sick leave and personal leave; scheduled time off for professional development; and child tuition discount.

**To Apply:** Send a cover letter and resume to Katie Rutledge at [jobposting@gsms.org](mailto:jobposting@gsms.org).