



## **We're Hiring**

**Job Title:** Primary Classroom Assistant  
*Starting August 2026*

### **Our Mission**

*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.*

### **We Believe**

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 relationships with God and the cosmos, with one another, and with 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 classroom assistant helps prepare and maintain the Montessori learning environment and supports the classroom guide in implementing the Montessori curriculum, including components of the English/Spanish dual language program, for children aged 3–6. The

classroom assistant plays an essential supervisory role in the classroom and shares responsibility for the children's well-being at all times.

## **Minimum Qualifications**

- Experience working with children aged 3–6
- 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 3–6
- 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.
- Assist the guide with projects, programs, planning, and recordkeeping.
- Supervise children throughout the day and assist them with tasks as appropriate.
- Establish positive relationships with students characterized by mutual respect.
- Use positive discipline strategies to set limits and boundaries for children to optimize the Montessori learning environment for all students.
- 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.

**A Day in the Life:** Eager children ready to ask you loads of questions will greet you most mornings. Working alongside the classroom guide and a second assistant, you'll collaborate, troubleshoot challenges, and craft solutions to ensure your students thrive. You will coach students in practical and academic tasks and see them grow, taking more ownership of their learning and demonstrating leadership in the classroom. You'll spend time outdoors daily—rainboots and a warm coat are a must. You will be the first in line to hear exciting observations from the students, witness “aha!” moments, and hold space for sadness and heartache. Sometimes you will assist the youngest students with personal care when accidents inevitably happen.

Since Montessori classrooms are multi-age, you will work with some of your students for three years. The relationships formed will help you navigate the ups and downs of

working with young children. Through collaboration with your colleagues, you will grow in knowledge and wisdom of Montessori philosophy and practical classroom management strategies. You'll be a part of a school community with a big goal of working toward peace and social and environmental justice, one child at a time.

## **Job Details**

- 10-month, salaried position
- Salary range: \$28,00–\$30,000
- Typical working hours: 7:45 a.m.–4:00 p.m. and school events
- Medical, dental, and vision insurance (school pays 75% of the premium)
- 7 days paid sick leave and 2 days personal leave in addition to school breaks and holidays
- 3 professional development days
- 2 sabbatical days for personal and professional renewal
- 80% tuition discount (staff pay a maximum of 20% of tuition for any of their children enrolled at GSMS)

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