

POSITION: St. Mark's Lutheran Academy-Assistant Teacher

Position Summary: The ideal candidate will be a capable assistant that supports the Lead Teacher/Director, prepares and maintains the environment, observes behaviors, models grace, and courtesy, and assists in the development of each child's functional independence.

Duties and responsibilities will include:

Curriculum:

- Assist the lead teacher in preparing activities and lessons for the day
- Model the teaching style and demeanor of the lead teacher to maintain classroom true to the Montessori philosophy, paying particular attention to the needs of students.
- Assist with planning and preparation of units of study – including Montessori-Reggio-Christian Education materials, thematic units, library books, etc.

Communication:

- Facilitate a respectful environment for children and adults by advocating conflict resolution and Grace and Courtesy lessons.
- Assist lead teacher/director with communications between school, home, church and community.
- Maintain healthy relationships among church and school staff members.

Record keeping:

- Assist to carefully observe and keep daily records on each student's individual progression through the classroom.
- Cooperate to maintain the school's system of record keeping.
- Participate in staff evaluation.
- Assist to call/find substitutes for staff members in emergency situations.

Administration:

- Assemble and facilitate an advisory board that serves as a governing board for matters of curriculum, fundraising and special projects.
- Assist in planning, preparing, and organizing all materials for volunteers.
- Assist in the planning and maintenance of the building, materials and playground to ensure they are clean, safe and maintained. Report any maintenance issues to the Director of Christian Education and/or Parish Administrator.
- Care for all classroom animals and plants.
- Help to organize planning time for changing out material, cleaning and reorganizing works.

Prerequisites:

- High school graduate-required, additional post-high school education preferred, some certification in Montessori Method.
- Pass a background check.

- Training in CPR, First Aid, Blood-borne Pathogens.
- Negative TB test.

Key Accountabilities:

- An abiding faith in God
- Patience, flexibility and the ability to work well with others
- Attention to detail and follow-up
- Respect for confidentiality of church and school matters
- Ability to prioritize workload
- Ability to respect and relate to a diverse group of parishioners, staff, and community
- Ability to provide positive moral support to staff and volunteers

Position Type: Full-Time

Direct Report: St. Mark's Lutheran Academy Lead Teacher/ Director