



Job Title:	Teacher Assistant	Job Category:	Faculty
Location:	MEHP 700 S. Hawthorne Street Chattanooga, TN 37404	Reports To:	Principal
Job Type:	Full Time	Work Hours:	TBD

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



MONTESSORI ELEMENTARY
HIGHLAND PARK

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Printed Name:		Date:
Signature:		