

## *World Learner School*

Job Description: Floating Assistant



**Definition:** The Floating Assistant supports the work of the Montessori teachers to implement Montessori Method in the classroom.

**Qualifications:** Experience with Montessori and in education, minimum qualification of Associate's Degree or two years of college.

**Reporting:** This Job Description presumes an administrative orientation to WLS. Training, supervision, and evaluation of the Floating Assistant (Licensed) will be conducted by the General Education Teacher and the Director.

### **Responsibilities:**

1. To competently perform tasks assigned by the Teachers and Administration;
2. To arrive on time, be present throughout all contracted hours, and be devoted to her/his work during contracted hours;
3. To follow all WLS policies and procedures;
4. To handle children's questions and conflicts in a manner consistent with the school's philosophy;
5. Report injuries and behavior incidents according to WLS policy;
6. To learn new concepts and skills for new tasks in an appropriate time frame;
7. To be trained and able to drive WLS vans with students;
8. To cooperate cordially with the Teachers and other colleagues in the classroom and the school as a whole;
9. To conduct her/himself in a professional and positive manner in the school and at all school functions, and in any environment where staff or school families might be present;
10. To serve as a model of grace and courtesy for the children and her/his colleagues;
11. To serve as a model of an inquisitive learner who can excite the children's interest in classroom activities.

### **Tasks likely to be assigned frequently:**

- Work with students in an Academic Tutorial/Remedial role, redirecting children to academic work and guiding children to resources, tutoring children and ensuring accurate completion of work in timely manner consistent with classroom teacher expectations;
- Accompany field trips and going-out excursions including acquiring training to drive vans, preparing vans and students for travel, following WLS protocol for leaving campus;
- Prepare materials for classroom including consumable products, classroom educational materials, and preparing environment for learning in manner consistent with classroom teacher expectations;
- Drive students on trips or outings;
- Serve meals as part of food service team and clean serving dishes, student dishes and kitchen;
- Clean and sanitize classroom and common areas in manner consistent with classroom teacher expectations and school community expectations;
- Supervise recess including active monitoring of student play, intervention to maximize safety and positive interactions, placing self in strategic locations to maximize adult presence, and following recess procedures;
- Supervise classroom lunch when requested including active monitoring of students, intervention to maximize safety and positive interactions, placing self in strategic locations to maximize adult presence, and following classroom lunch procedures;