



Lower Elementary Assistant Teacher

Oak Grove Montessori School in Mansfield, CT, is seeking an experienced teacher for our Lower Elementary classroom serving 1st-3rd graders to begin in the 2024-2025 school year. Our school operates its classrooms in a lead and assistant model, so you will be entering this new environment with a thought partner as you learn our school and get to know the community of young people you will serve together in a carefully planned Montessori environment. Our Lower Elementary class of 1st-3rd graders typically has 20-24 students enrolled and a teaching team of 2 guides. Oak Grove faculty and staff have been with the school for several years and know the community and students well and are ready to welcome a new teaching assistant to the team and support them in getting to know the school.

The Lower Elementary Assistant Teacher will work in concert with the Lower Elementary Lead Teacher to create and maintain an environment where children may reach their full potential. The Assistant Teacher encourages and guides children toward meaningful work and encourages and supports them in their independence. In this role, the Assistant models and teaches grace and courtesy and conflict resolution. The Lead Teacher will provide guidance on the day to day routines, as well as the activities and flow of curriculum throughout the year, providing opportunities for the Assistant to present non-Montessori lessons in the areas of spelling, writing, book study, etc. The Lower Elementary Assistant Teacher understands and promotes the school's mission, vision, objectives and policies both within and outside the immediate school community. The teacher will be respectful of children, parents, and colleagues, modeling Grace and Courtesy in all interactions. The teacher will ensure that learning environments and materials are prepared with the child in mind, are clean, tidy, maintained, and in good order.

Preferred Qualifications:

- Experience with, and an affinity for, the early elementary years: 1st-3rd graders (6-9 year olds).
- A minimum of a bachelor's degree or one in progress
- At least 1 year of teaching experience
- Specialized skills or interests in a particular area that is part of our program (gardening, botany, reading/literacy specialist, differentiated instruction, geography and cultural studies, community art, etc.)
- A commitment to fostering a culturally competent and inclusive classroom
- Interest in Montessori professional development and training; while a Montessori credential is not required, it is preferred

The candidate should have an interest in holistic, constructivist education and Montessori pedagogy, deep respect for the various age groups served, and relevant

teaching experience. Qualified candidates will be dedicated to collaboration, professional development, Montessori philosophy and most of all, children. From their deep and abiding love and respect for children, our faculty work in a collegial setting to be curious observers, reflective practitioners, and knowledgeable of Montessori and educational best practices to work toward Dr. Montessori's vision of educating the human potential. While this cosmic task is a serious undertaking that requires calm confidence, a sense of humor and fun are vital characteristics as well. Exceptional communication and interpersonal skills are required.

Minimum Qualifications

1. Has an understanding of Montessori philosophy in accordance with Oak Grove Montessori School's mission and values.
2. Demonstrates an ability to relate sensitively to people of all ages and varied backgrounds.
3. Possesses a professional manner, personal characteristics and abilities necessary to work with children, including:
 - a. respect for and faith in each child,
 - b. sensitivity to individual's needs and learning styles,
 - c. ability to provide appropriate challenges to each child's learning and development,
 - d. exceptional amount of patience and flexibility
4. Demonstrates an interest in participating in ongoing professional development, especially related to the Montessori approach to education and school initiatives.
5. Meets all staff requirements of local and state regulatory agencies.
6. Maintains current First Aid and Pediatric CPR certification.

Essential Functions

1. Work collaboratively within the teaching team to plan, organize, direct, and manage the daily functions of the classroom;
2. Maintain lines of open communication with your teaching partner;
3. Maintain lines of open communication with administration and student support regarding classroom challenges;
4. Support relationships with families through timely and professional communications in coordination with your teaching partner;
5. Foster self-direction and self-management in students;
6. Encourage a collaborative atmosphere in the classroom, teaching students to communicate effectively and thoughtfully, and consider multiple perspectives when solving problems.
7. Communicate effectively to diverse constituencies (families, faculty, administration) in the face of high expectations;
8. Support the maintenance of records, monitoring, documenting and tracking progress of individual students throughout the school year as they progress through the curricular topics;
9. Prioritizes the safety and well-being of students and staff at all times through adherence to best practices in education, Oak Grove Policies and Procedures, and [AMS Code of Ethics](#).

10. Communicates through the appropriate channels about any problems or concerns.
11. Attends Oak Grove events and professional development as requested by the Head of School.
12. Communicates with the teaching team or program level or, when necessary, the Head of School, about any problems or concerns.

Oak Grove Montessori School is an independent Montessori school serving Early Childhood (3-6 year olds) through Upper Elementary (4-6th grade), with a current enrollment of 60 students. We are committed to fostering a lifelong love of learning through the development of self-discipline and independence. Our intentionally small school community is situated on a sprawling natural campus in a rural neighborhood setting. We are close to Hartford and the University of Connecticut campuses, within 1.5 hours of Boston and are also close to hiking and coastal areas, a huge draw for those who love outdoor recreation. Our school has been established for over 40 years and employs a supportive staff of professionals dedicated to providing quality Montessori education to children.

Position and Work Hours

Oak Grove teachers begin the school year with a 1-week inservice and planning period on August 26, 2024 (students' first day is September 3rd) and finish out the school year on June 17, 2025 (students' last day is a half day on June 12th).

The employee will teach five full sessions in the program per week. Minimum regular hours are 8:00am to 4:00pm daily. Hours vary during in-service days. Monthly level meetings, regular full faculty meetings, professional development, in-service training, parent/family orientations, curriculum and sharing nights and other events are part of the included duties of the classroom teaching assistant. A more thorough overview of the school calendar and professional days required is in progress and will be available on our website

Compensation is commensurate with experience and this position qualifies for full-time benefits which include a professional development stipend, AMS membership, annual retirement contribution, employer health insurance contribution, and flexible leave for personal and sick days.

**This job overview is not designed to cover or contain a final comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Interested candidates should send a cover letter and resume to our Interim Head of School, Sherry D'Alessandro at sherry@ogms.org . Our website is www.ogms.org

Our Mission: *Nurture the child. Empower the student. Unleash the potential.*

Oak Grove Montessori School is an equal opportunity employer. OGMS is inclusive in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender orientation, national origin, age, disability, or any other characteristic protected by law.