



THE MONTESSORI
SCHOOL
at Wabash Presbyterian Church

Administrative Assistant and Full-Time Substitute

Wabash Campus

Classroom Expectations:

- Maintains a welcoming, conscientious, and peaceful environment for children ages 1.5-9.
- Works with the Lead Guide to support each child, individually.
- Works with the Lead Guide to prepare the classroom.
- Supports the students in the emotional, physical and spiritual aspects of development.
- Prepares oneself physically, intellectually, and spiritually.
 - Physically: Reflects on one's physical presence in the classroom. The guide uses that information to create a peaceful and authentic environment.
 - Intellectually: Continues search for best practices in the classroom environment. The guide understands that educators follow the child and may need to adapt to their needs.
 - Spiritually: Reflects on one's spiritual impact on the classroom. The guide is expected to model self-awareness and reflection in front of the children.
- Maintains a child-centered environment, allowing each child to develop at their own pace.
- Nurtures and stimulates a non-competitive environment.
- Must be willing/able to carry a child, if needed.
- Must be willing/able to be outside in a shaded area for 4-5 hours.

Reporting Duties

- Reports directly to the director of The Montessori School at WPC.

Hours: **August 1st, 2024 - May 31st, 2025**

- 40 hrs/week

Wages: \$13/hr

Accountability

This person will be accountable to the Director of The Montessori School at WPC and Senior Pastor, together they will provide direct and ongoing supervision to this position.