



City Garden Montessori School Primary Assistant - for 2021-22 School Year

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, **public school** environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

Located in St. Louis, City Garden is in its 14th year as a charter school, having received a second 10 Year Charter with the state of Missouri in 2017. We began in 2008 with 53 students; we now have 403 children in preschool through eighth grade. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children and holistic Montessori education, rooted in equity and social justice.

City Garden has attracted support from [the Opportunity Trust](#), and the [Chan-Zuckerberg Initiative](#) has published a [case study about City Garden's innovative model](#).

Primary Assistant

City Garden is expanding its Early Childhood education staff, and we have an immediate need for a classroom assistant in our Kindergarten class.

The Primary Assistant will collaborate with the Lead Guide to prepare and maintain an orderly, attractive, and joyful environment. They provide another pair of observant, attentive eyes and ears to the classroom. Primary Assistants are also crucial in modeling courteous and respectful behavior as well as contributing to the warm, supportive, and calm atmosphere that is the hallmark of an authentic Montessori environment. Reporting to the School Principal, the Primary Assistant's role is to provide guidance and continuity for an instructional program delivered with both Montessori and an anti-bias/anti-racist pedagogy.

The Most Exciting Part of the Job

- Assists in establishing and maintaining the Montessori classroom culture, paying particular attention to the needs of the students
- Assists individual students in performing activities initiated by the teachers in small group or on to one setting
- Assists in preparation/production of instructional materials
- Collaborates with the Lead Guide to develop classroom schedules, modify materials
- Assists Lead Guide in observing, recording, and charting behavior
- Prepares and maintains the environment, observes behaviors, models grace and courtesy, preserves and protects lessons, and assists in the development of independence

Qualifications

- Possess a minimum of an Associate's degree, **Bachelor's degree highly preferred**
- Have at least two years of experience working with students in a school or other supervised setting (YMCA, community center, day camp, etc.)
- Ability to adapt to the changing needs of children and the school environment
- Have demonstrated ability to work cooperatively with others
- Have willingness to assume any responsibilities appropriate for the position
- Demonstrated commitment to equity and anti-biased/anti-racist principles
- Strong written and verbal communication skills

The full job description may be downloaded [HERE](#).

->It is important that you read our **COVID-19 Vaccination Policy** [HERE](#).

What We Offer

- Ongoing professional development
- Opportunity to contribute to the only high quality public Montessori program in St. Louis

Benefits

City Garden offers a range of benefits for Full-time employees such as:

- Generous Time-off (Fall, Winter and Spring breaks, holidays, and additional days)
- Paid Health Benefits (Medical, Dental, Vision and Life Insurance)
- Pre-Tax savings for family health premium costs

Schedule

School hours: 8:00 am to 4:00 pm Monday through Friday

Length of Work Year: mid-August to mid-June (10 month contract), including but not limited to professional development, parent/teacher conferences, and preparatory work

Compensation

This is full-time, 10 month academic year position. This non-exempt position offers a pay range is \$16.00 to \$18.00 per hour.

To Apply

Submit your resume and detailed cover letter which highlights why you are interested in this position to jobs@citygardenschool.org

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.