



Main Square Montessori

Assistant Teacher

Position Description

INSTITUTIONAL PURPOSE & VISION

Main Square Montessori (MSM) is a non-profit learning center for children, aged toddler through kindergarten, located in the heart of Winona, MN. MSM is a partnership between the Hiawatha Education Foundation and Cotter Schools. Grounded in the tradition of Maria Montessori, MSM views the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared environment.

Main Square Montessori provides an all-day experience in which children can flourish, grow, and discover their potential.

VALUES & STANDARDS

At Cotter Schools, because we believe in the intrinsic goodness of all persons, we promote and foster the values of RESPECT, INTEGRITY, and COMPASSION. All employees can expect to receive these values from the administration and other employees, and they are expected to give these to all other employees, students, and families.

- **RESPECT:** We will honor the dignity, privacy, and truthfulness of others.
- **INTEGRITY:** We will be respectful, honest, and truthful in our dealings with others.
- **COMPASSION:** We will extend to others what we have received – mercy, forgiveness, and care.

GENERAL SUMMARY

The teaching assistants work cohesively with the lead teachers. The job duties range from organizing materials and cleaning the workspace to facilitating the learning process for each child. All assistants are expected to support the Montessori teaching method. Specifically, they must help guide the child through self-directed activities, allowing the child to develop at his or her own pace. They are expected to foster, along with the lead teachers, a nurturing and stimulating non-competitive and orderly environment.

RESPONSIBILITIES & DUTIES

- Assist in establishing and maintaining a harmonious classroom
- Carefully observe and support each student's individual progression through the classroom and be available to offer gentle guidance
- To be informed and carry out duties as assigned by the Lead Teacher
- Assist with general housekeeping at MSM
- Participate in staff meetings and school events
- Communicate effectively with co-workers and MSM families
- Maintain required professional development hours

QUALIFICATIONS AND SKILLS

- HS Diploma (or the equivalent)
- Experience working with children under the age of 6
- Ability to lift 30 pounds, and have the physical capacity to work with young children (lifting, squatting, spending time on the floor)
- The ability to keep information confidential
- Experience or certification in Montessori settings will be an advantage
- Ability to adhere to health and safety practices
- Ability to pass Minnesota Department of Health background check

BENEFITS & WORK SCHEDULE

- This is a part-time hourly position with potential for full time work. Hours may vary between 7AM-6PM.
- This position is a year-round position.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
 - 50% off for grades K-12
 - 20% off for early childhood education

TO APPLY

Applications are available in the Cotter Schools Business office, 1115 W. Broadway, Winona, MN. Or send an e-mail with a resume to:

Human Resources Manager
search@cotterschools.org