



Classroom Assistant

Overview: Richmond Montessori School seeks highly motivated professionals to serve as part-time and full time classroom assistants to join our dynamic team of Montessori educators. The classroom assistant is responsible for all aspects related to supporting the teacher in her/his efforts to advance the education of the students in the class. The classroom assistant supports the teacher by preparing and maintaining the classroom environment, managing classroom behavior, and completing administrative duties related to the class. The classroom assistant fully supports the mission of the school: inspiring academic excellence and nurturing human potential.

Education, Training and/or Experience: Minimum of two years classroom experience at preschool-elementary level. A bachelor's degree and experience in a Montessori setting is preferred.

Other, skills and qualifications: exemplary understanding of child development and Montessori pedagogy; excellent classroom management skills; ability to use tact when dealing with challenging parent and/or student situations; attention to detail and accuracy; strong proficiency with technology; solutions driven; strong interpersonal skills; exemplary work ethic; positive energy and consistent follow through; understands and demonstrates confidentiality regarding students and their families; collaborates well with others; is a team player exhibiting respect and dignity for others.

School Description: Located in Richmond, Virginia, Richmond Montessori School (RMS) is a non-profit 501(c)(3) independent school serving approximately 320 students aged 18 months-14 years, on two adjacent campuses incorporating almost eight acres of beautiful green space. For over 50 years RMS has remained dedicated to delivering an authentic Montessori education in a student-centered environment and has remained true to the mission of its founders and the principles of Dr. Maria Montessori. We are committed to providing a high fidelity Montessori education in the metro-Richmond area, and are proud of our dual accreditation with the American Montessori Society and the Virginia Association of Independent Schools. Our dynamic team includes 60 dedicated, energetic, and passionate staff who are fully devoted to our core values: **Character, Community, Authenticity, Respect, and Excellence.**

Interested candidates should submit a cover letter and [this downloadable application](#). (Download the application and fill in the fields. Once completed, save it to your computer and email it to careers@richmont.org.)

Compensation commensurate with experience. Benefits are included.

A full job description will be provided to interested candidates.