

## Job Opening

Portage Collaborative Montessori School

### **Lower Elementary Teacher's Assistant (Grades 1-3)**

Position: Teacher's Assistant, reporting directly to the principal.

General Duties: Performs duties which provide assistance to the classroom teacher.

Specific Duties:

1. Constructs classroom teaching aids as directed by the teacher/principal.
2. Assist teachers with the monitoring of students during work periods.
3. Supervision of playground activities.
4. Assists teacher with clerical duties.
5. Implements and executes provisions of the State statues, Board Policies, and administrative rules and regulations.
6. Carries out other responsibilities as requested by the Principal.
7. Assumes responsibility for promoting wholesome instar-school and school-community relations.
8. Continues to improve professional competencies through participation in workshops, classes, and conferences.

Qualifications: High School Graduate

27.5 hours/week, no benefits.

All qualified applicants should submit a resume to Principal Kim Rimmele. Email: [Kim.rimmele@mypcms.org](mailto:Kim.rimmele@mypcms.org)

Applications will be accepted until the position is filled.