



1403 Regency Drive East  
Savoy, IL 61874  
217-356-1818

## **Montessori School of Champaign-Urbana**

**Position:** Lower Elementary Assistant Teacher

**Reports To:** Lower Elementary Lead Teacher, Elementary Program Director, Head of School

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### **About Us**

At the Montessori School of Champaign-Urbana, we are a close-knit community passionate about fostering curiosity, independence, and a lifelong love of learning. Our mission is to guide children to become self-directed, compassionate, and innovative thinkers through hands-on, thoughtfully prepared environments.

We are seeking a dedicated and caring Assistant Teacher who enjoys working with children and thrives in a collaborative, supportive environment.

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### **Position Overview**

The Lower Elementary Assistant Teacher plays an essential role in supporting a Montessori classroom that nurtures independence, respect, and curiosity. Working closely with the Lead Teacher, this position helps create a warm, safe, and engaging learning environment where each child is valued and supported.

This role is ideal for someone who loves working with children, brings a positive attitude, and is eager to grow within Montessori education. Training in Montessori philosophy will be provided.

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### **What You'll Do**

- Support the Lead Teacher in implementing daily classroom activities and lessons
- Help maintain a calm, organized, and engaging learning environment
- Supervise and ensure the safety and well-being of students at all times
- Encourage independence, problem-solving, and respectful communication among students
- Observe and document student progress and share insights with the Lead Teacher
- Assist with arrival, dismissal, and carline procedures
- Help prepare classroom materials and maintain cleanliness and organization

- Supervise students during outdoor play and field trips
  - Participate in parent meetings and school events as needed
  - Attend monthly staff meetings (second Tuesday at 6:00 PM)
  - Support substitute teachers and assist with additional classroom needs
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### **What We're Looking For**

- A genuine love for working with children
  - Strong communication and interpersonal skills
  - Reliability and punctuality
  - Flexibility, initiative, and a collaborative mindset
  - Ability to maintain professionalism and confidentiality
  - Strong organizational and problem-solving skills
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### **Qualifications**

- Experience working with children in a classroom or similar setting (required)
  - High school diploma or GED (required)
  - Some college coursework or a bachelor's degree (preferred)
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### **Physical Requirements**

This role includes standing, walking, bending, kneeling, and sitting on the floor with students. The position also requires occasional lifting (up to 50 pounds) and supervising children outdoors in varying weather conditions. Reasonable accommodations may be made.

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### **Compensation & Benefits**

- Starting at \$15.00/hour (based on experience and education)
  - Paid time off (PTO) and sick leave
  - Paid holidays
  - Paid professional development opportunities
  - Tuition reduction for eligible children
  - SEP retirement account after 1 year of employment
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### **Why Join Us?**

- Supportive, collaborative school community
  - 12:1 Student to teacher ratio
  - Direct administrative support in the classroom
  - Meaningful work that makes a difference in children's lives
  - Opportunity to learn and grow within Montessori education
  - Small school environment where your contributions matter
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## **How to Apply**

Please send your resume and cover letter to:

**[bday@montessorischoolofcu.org](mailto:bday@montessorischoolofcu.org)**

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## **Equal Opportunity Employer**

The Montessori School of Champaign-Urbana is an Equal Opportunity Employer. We are committed to building a diverse and inclusive community and do not discriminate based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, or veteran status.

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