



Assistant Teacher for the Elementary Classroom (*Children ages 6-11*)

Job Title: Elementary Assistant Teacher

Reports to: The Elementary Lead Teacher and School Director

Position Type: Full time

Schedule: Monday through Friday 7:30-4:00 (including a 30 min lunch break)

Job Summary

Wisdom Academy seeks an Assistant Teacher for the Elementary Classroom (Ages 6-11) for the 2024/2025 school year. Under the general direction of the Director, the ideal candidate will assist the Elementary guide in preparing and maintaining the environment in which the Montessori approach to education is implemented and Islamic guidelines are observed.

Qualifications

- Bachelor's (Preferred)
- Diploma or a general educational development certificate.
- Minimum two years teaching experience (Preferred)
- Committed to the mission and core values of Wisdom Academy Islamic School.
- Develops and maintains positive relationships with students, colleagues, parents, and other members of the Wisdom Academy community
- Flexible team player with a "can-do" attitude
- Ability to work independently and collaborate in teams with a wide range of individuals
- Committed to fostering an inclusive, equitable, and diverse learning community
- Student-centered, collegial, passionate, innovative

General Responsibilities:

- The assistant is responsible to the lead teacher and will assist in establishing and maintaining a harmonious classroom.
- Will help in establishing and maintaining Montessori classroom culture, paying particular attention to the needs of students.
- Adhere to the school's Islamic guidelines and mission under the direction of the school's Dean of Mission
- Observe all school policies and procedures as outlined in the Staff Handbook and communicated by the Director

Maintain daily attendance record

- Participate in weekly staff meetings.
- Participate in all school events and conferences.

Responsibilities to the Lead Teacher:

- To assist the lead teacher with the children in their learning and understanding of the Montessori materials.
- Support the Montessori Guide with each child's progression in developmental activities through observations and maintaining order.
- Assist in preparing and maintaining a beautiful, orderly classroom environment, ensuring furnishings and materials are complete and correspond to the needs of all children.
- To be informed and carry out duties as assigned by the lead teacher
- To set up workstations and snack areas
- To maintain cleanliness of classroom
- Adhere to the Montessori guidelines and professional standards
- Ensure the safety and well-being of students in the classroom
- Make materials as required by the lead teacher.
- To inform the lead teacher of any classroom difficulties, including discipline, health, equipment needs, repair and maintenance.
- Communicate with the guide and engage them in planning and preparing the environment and special activities.

Responsibilities to the Children and Parents:

- Keep information confidential.
- Be professional and positive in all dealings with children and parents.
- Supervision of the group of children in the classroom and on the playground - reporting of incidents to Lead Teacher and Front Office Staff
- Share all information from parents with the lead teacher.

Physical Requirements and Work Environment

The Elementary Assistant can expect to:

- Work in a fast-paced environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Work primarily in a traditional climate-controlled classroom environment, with periods of time outdoors
- Supervise groups of students and regularly engage with parents, staff, and visitors
- Occasionally lift up to 30 pounds
- Turn, bend, and reach

Benefits:

- Islamic Working Environment and observance of Islamic Holidays
- Paid holidays & PTOs.
- Paid Professional Development Days.
- Employee Tuition Discount (for staff with children).

Salary:

Competitive Salary

Location:

Wisdom Academy Islamic School, 1935 Old Denton Rd Carrollton , TX 75006

About Wisdom Academy

Wisdom Academy is a full time Islamic School serving students from pre-K to the 10th grade.

Apply: E-mail Resume to info@wisdomacademy.net