



Hudson Montessori School

Upper Elementary Assistant: Part Time

[Hudson Montessori School](#) (HMS) is seeking a Upper Elementary assistant starting August 18, 2025. The position will be three full-days per week: Monday, Wednesday and Thursday.

Background on HMS

Founded in 1962, Hudson Montessori School serves 250+ children from infancy through 8th grade. We currently have an Upper Elementary of approximately 50 students and four lead teachers. The assistant teacher supports the entire Upper Elementary community.

Aspects of Work Environment

HMS prides itself in being a professionally supportive community for committed teachers.

- HMS classroom environments are equipped with a full array of high-quality materials.
- Being a small school community, we have a strong sense of community both among colleagues and families. In a recent survey, 99% of parents and 100% of faculty strongly agreed or agreed that the HMS community was caring.
- In a recent survey, 96% of faculty rated our administrative support as excellent or very good in terms of approachability, leadership, problem solving and responsiveness. Aspects of this support include:
 - HMS has a Director of Elementary Education who supports assistants in their role and in the relationship with their lead teacher.
 - HMS is committed to ongoing learning and professional development. Each assistant teacher is provided with a budget for this purpose.
- We have non-formal ways to enrich the community and support teachers. Our Sunshine Committee provides social opportunities for employees to connect with each other. Our Family Network regularly provides our employees with thoughtful gestures like tasty snacks and gift cards to show their appreciation.

Compensation and Benefits

- We ensure a competitive salary.
- We offer a generous professional development budget.
- Our health benefit rates have not increased in the last four years and 95% of each employee's medical premium is paid by the school.
- We offer tuition remission of 75% for full-time employee children.
- We have a 401k program with a match provided by the school.

Specifics about Job Opportunity

The optimal candidate will help his/her students meet our school's mission: *to foster a Montessori educational environment conducive to each child's unique qualities and abilities for the development of social, emotional, and reasoning skills that are essential for a lifetime of independent, creative thinking and learning in the world community.*

Major Roles and Associated Responsibilities

1. Serve as a support to the lead teachers in independently and proactively performing classroom management/duties. This allows the lead teacher to deliver lessons, make observations and other tasks that are his/her responsibility.
2. Serve as a positive role model to children, demonstrating care, respect and joy through one's actions, demeanor, and personal presentation.
3. Take pride and ownership of care and maintenance of the classroom environment and materials within it.
4. Assist in classroom behavioral management that ensures a safe, orderly, and focused classroom while also encouraging students to develop the skills and strategies to manage this on their own. When necessary and, in support of the lead teachers, act as a resource to help students manage interpersonal and intrapersonal situations.
5. Assists students in non-instructional areas, such as co-supervising the student lunch programs and playground/recess.
6. Inform the lead teachers of any classroom difficulties, including discipline, health, material needs, repair, and maintenance.
7. Be professional and positive in all dealings with children and parents.
8. Share all information from parents with lead teacher.
9. Meet with the lead teacher to discuss goals for the class and individual students.

Qualifications and Characteristics

1. A strong commitment to the mission of Hudson Montessori School.
2. A desire to understand and embrace the unique role of the adult in a Montessori classroom environment in terms of how one's actions and decisions can influence a child's growth in independence and agency.
3. Experience with and an appreciation for children ages 9-12. Experience in a Montessori environment is desired but not required.
4. An understanding of and appreciation for being a support to the lead teacher as he/she leads the classroom.
5. Warm, effective communication skills.
6. A firm understanding of professional workplace behavior and how it impacts the culture of the classroom and the school.
7. A possibility of joining two overnight trips as a chaperone. One occurs in the fall for two days and one night. The other in the spring occurs for four days and three nights.
8. A willingness to secure licensure to drive a school van and drive groups of students on "going outs". HMS will provide financial support for the licensure.
9. A sense of humor, a commitment to teamwork, an affable personality, and a love of children and schools.
10. This position has physical requirements associated with it including being able to crawl, sit, kneel, be outside and active in varied terrain and weather and carry up to 50 pounds.
11. If hired, the school may ask you to complete an onboarding self-paced, online class to become familiar with being an assistant in a Montessori learning environment.

Please send a resume and a cover letter detailing your qualifications for the position to Jackie Burdett, Director of Operations, at operations@hudsonmontessori.org