



Hudson Montessori School Mid-Day Assistant

Hudson Montessori School (HMS) is seeking three part-time Children's House Mid-Day Assistants starting in mid-August 2025 for the 2025-2026 school year. The position will be Monday-Friday when school is in session and will be from 11:00am to 3:45pm.

Background on HMS

Founded in 1962, Hudson Montessori School serves 250+ children from infancy through 8th grade. We currently have four Children's House classrooms that serve children from ages three to six. Each class has approximately 25-28 students. A Montessori-trained teacher leads the class and has a full-time assistant to help facilitate the learning environment. The mid-day assistant helps the lead and assistant teacher with lunch and recess supervision. He/she also works with other mid-day assistants to help set the environment and supervise nap time for children in these programs.

Aspects of Work Environment

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

1. HMS classroom environments are equipped with a full array of high-quality materials.
2. 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.
3. 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 is committed to ongoing learning and professional development. Each assistant teacher is provided with a budget for this purpose.
4. 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

1. We ensure a competitive wage.
2. We offer a generous professional development budget.
3. 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.*

The mid-day assistant will:

1. The mid-day assistant helps the lead and assistant teacher with lunch and recess supervision. He/she also works with other mid-day assistants to help set the environment and supervise nap time for children in these programs.
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. Inform the lead teachers of any classroom difficulties, including discipline, health, material needs, repair, and maintenance.
6. Be professional and positive in all dealings with children, parents, and colleagues.
7. Share all information from parents with lead teacher.
8. As needed, meet with the lead teacher to discuss goals for the class and individual students.

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