

PreSchool Classroom Assistant Positions Open

Start Date: Aug. 2023

Status: Full Time (40 hrs/wk), Exempt/Salaried, In-Person, Academic Calendar

Hours: 8 am – 4 pm or 10 am – 6 pm, Monday – Friday

Ruffing Montessori School, an independent, co-educational school serving children 18 months through 8th grade, in Cleveland Heights, Ohio, seeks bright, energetic, and collaborative individuals to apply for *Classroom Assistant* positions available for next school year.

Preschool classroom assistants work collaboratively with trained Montessori teachers (Lead Guides) to support the day-to-day activities of our classrooms, facilitate transitions, and maintain routines of the day.

The ideal candidate will demonstrate enthusiasm for working with children, and possess a nurturing character, a positive spirit, creativity, patience and a growth mindset. The ideal candidates will respect the necessity for consistent attendance and appreciate working cooperatively in an atmosphere of respect. Most of all, the successful candidates will demonstrate keen enthusiasm and appreciation for Ruffing's culture, values, and mission:

"The mission of Ruffing Montessori School is to employ the philosophy and methods of Dr. Maria Montessori to educate young people to their fullest potential, instilling a deep sense of personal independence and social responsibility. With the knowledge that they are citizens of the world, they will contribute to that world by making decisions based on the highest order of ethics and conscience."

Ruffing Montessori School Diversity, Equity, Inclusion, and Belonging (DEIB) Statement

Ruffing Montessori School is committed to fostering a diverse, equitable, and inclusive community—one in which everyone is valued, feels safe, and belongs regardless of race, color, national origin, ancestry, culture, religion, age, ability, socio-economic status, familial status, or sex, including sexual orientation and gender identity.

Our commitment includes ongoing professional development training for faculty, staff, and the members of our Board of Trustees, using age-appropriate classroom resources, and creating and implementing a response policy that seeks to provide all members of our community with the tools needed to develop a school environment that is free from discrimination, harassment, hate, bias, or fear of retaliation for doing the right thing.

Peace education is an essential part of Dr. Montessori's pedagogy. Our faculty and staff model peace education in their words, actions, and lessons. Peace education is the foundation for children to develop into healthy and joyful adults who will work to ensure freedom, dignity, safety, equitable treatment, and a fair/equitable standard of living for themselves and others.

Ruffing Montessori School is an Equal Opportunity Employer

At Ruffing Montessori School each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, national origin, age, disability, genetic information, veteran

status, sex (including pregnancy, childbirth, or related medical conditions), handicap, citizenship status, marital status, sexual orientation, transgender status, ancestry, or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

How to Apply:

Interested candidates are encouraged to send a letter of interest, current resume, and list of three references to employment@ruffingmontessori.net. Materials will be reviewed as received and interviews will follow. The School is eager to find the best candidates to fill these positions and will be prepared to immediately hire the right candidates.