

Emerging Minds Montessori Academy



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Montessori Primary (3-6) Assistant Guide

Emerging Minds Montessori Academy is seeking a dedicated and nurturing Montessori Assistant to support our Primary (3-6) classroom. Our school serves children ages 2 through grade 8 in Palm Beach County, providing a child-centered, authentic Montessori environment that fosters independence, curiosity, and a love of learning. We are looking for a team player who is eager to learn, takes direction well, and works collaboratively with colleagues.

Position: Montessori Primary (3-6) Assistant Guide

Start Date: 2024-2025 School Year & 2025-2026 School Year

Location: Emerging Minds Montessori Academy, Delray Beach, FL

Hours: Monday – Friday, 7:45 AM – 3:45 PM

Pay: \$18-\$22 per hour, depending on experience

Qualifications:

- Experience working with children ages 3-6 in a Montessori or early childhood setting
- Understanding or willingness to learn the Montessori philosophy and classroom structure
- Ability to take direction from Lead Guides and administration
- Positive attitude, flexibility, and willingness to learn and grow within a team
- Strong communication and teamwork skills to collaborate with staff and engage with parents
- Passion for child development, fostering independence, and creating a warm, supportive atmosphere

Additional Requirements:

- Must be 18 years or older and legally authorized to work in the U.S.
- Physically able to perform light labor (lifting, bending, reaching, and walking upstairs)
- Completion of 45 DCF training hours
- Ability to pass State and National background checks
- Must meet all training and eligibility requirements set by the state of Florida
- Willingness to complete Montessori Assistant Training course

Responsibilities:

- Assist in maintaining a prepared Montessori environment that supports each child's development
- Support children in their daily routines, including transitions, work cycle, and practical life activities
- Provide gentle guidance and redirection as needed to promote independence and respect
- Help organize and prepare Montessori materials as directed by the Lead Guide
- Assist with classroom management, ensuring a calm and productive learning environment
- Foster positive relationships with students, parents, and staff
- Participate in school events, team meetings, and professional development opportunities

We offer medical and dental insurance, tuition discounts, paid time off, paid holidays, and a supportive and collaborative work environment, with opportunities for professional growth and development.

If you are a team-oriented, adaptable, and enthusiastic individual who loves working with young children, and is interested in the Montessori methodology, we would love for you to join our team!

To Apply:

Please submit your resume, cover letter, and a copy of your Montessori certification to info@emergingmindsma.com.