



Montessori Assistant

2026–2027 School Year

Reports to: Assistant Head of School, Lower School Principal

Supervised by: Lead Montessori Guide

Position Overview

Holy Family Classical School seeks a dedicated, mission-driven **Montessori Assistant, serving students ages 3-6**, to support our Catholic Montessori classrooms for the 2026–2027 school year. The Montessori Assistant works closely with the Lead Guide to cultivate a peaceful, orderly, and joyful learning environment rooted in the dignity of the child and the mission of the Church.

This is a **ministerial role**, essential to the evangelizing mission of Catholic education. The Montessori Assistant models Catholic virtues, supports classroom routines, and helps form habits of attentiveness, responsibility, reverence, and joy in young children.

This is a full-time position, eligible for Diocesan benefits and paid time off. Assistant training will be provided at no cost to the employee.

Our Mission

Holy Family Classical School forms Christian disciples through a classical and Catholic education centered on Christ, Who is the source of all Truth, Goodness, Beauty, and Unity.

Founded by Saint Katharine Drexel over 125 years ago, Holy Family Classical School provides an exceptional Catholic and classical education accessible to every enrolled student.

Key Responsibilities

Classroom Support & Environment

- Assist the Lead Guide in preparing, organizing, and maintaining a clean, peaceful, and orderly classroom that fosters independence and wonder.
- Observe students attentively and redirect gently and respectfully in accordance with Montessori principles.

- Reinforce established classroom routines, procedures, and expectations with consistency and care.
- Restore materials and support smooth transitions to protect student concentration and classroom harmony.

Student Formation & Engagement

- Interact with students in a manner that reflects the dignity of the child and supports growth in virtue, focus, and interpersonal skills.
- Supervise students during lunch, recess, arrival, dismissal, and transitions with attentiveness, joy, and responsibility.
- Encourage the development of practical life skills, respect for others, and a love of learning through example and gentle guidance.
- Support students with learning or behavioral needs in alignment with Catholic anthropology and Montessori methodology.

Collegiality, Communication, & Professionalism

- Communicate discreetly and respectfully with the Lead Guide and school leadership regarding student needs or concerns.
- Demonstrate a moldable and humble spirit by receiving feedback and adjusting practices to support student flourishing.
- Collaborate with other assistants, faculty, and leadership to promote a unified Montessori environment rooted in the school's Catholic identity.
- Participate in ongoing professional development and spiritual formation provided by the school.

Qualifications

- Practicing Catholic in good standing who joyfully strives to live according to the teachings of Christ and the mission of the Church.
- Experience working with children in an educational or catechetical setting is preferred.
- Desire to support and learn the Montessori method within a Catholic context.
- Attentive, calm, and responsive demeanor suited to the needs of young children.
- Physical ability to move throughout the classroom, sit on the floor, and assist with classroom materials as needed.

Additional Requirements

- Willingness to serve as a minister of the Church through participation in the evangelizing mission of Catholic education.
- Availability to participate in school events, meetings, and formation opportunities outside of regular hours as needed.
- Maintain diocesan **VIRTUS / Child & Youth Protection** certification and fulfill all diocesan requirements.
- Adherence to policies outlined in the **Diocese of Tulsa Employee Handbook**, **Diocese of Tulsa Catholic Schools Office Handbook**, and the **Holy Family Classical School Faculty and Staff Handbook**.

Apply at : <https://fs11.formsite.com/W1dtat/zz2gwwyzii/index>

Contact Summer Fuentes, Assistant Head of School and Lower School Principal at sfuentes@tulsacathedral.com for additional information.