



Montessori Assistant Toolkit

ADMINISTRATOR GUIDE

EARLY CHILDHOOD EDITION

The [Montessori Assistant Toolkit Early Childhood Edition](#) is designed to equip adults with the knowledge and skills needed to effectively support teachers and children in a Montessori early childhood environment (3-6 years old). The course includes seven self-paced lessons that cover essential topics such as Montessori philosophy, child development, classroom observation, and the role of the prepared adult. By completing this course, participants will be able to provide valuable assistance in creating a supportive, child-centered learning environment.

While the course is self-paced, it is recommended that participants complete one lesson per week, allowing time for hands-on practice and reflection. Below is a suggested schedule:

- **Week 1:** Lesson 1 – Principles of Optimal Learning
- **Week 2:** Lesson 2 – Montessori Philosophy
- **Week 3:** Lesson 3 – Child Development
- **Week 4:** Lesson 4 – Observation: The Keystone Skill
- **Week 5:** Lesson 5 – The Prepared Environment
- **Week 6:** Lesson 6 – The Wonder of the Child
- **Week 7:** Lesson 7 – The Prepared Adult

Tips for Supporting Assistants During the Course:

1. **Schedule Reflection Meetings:** Plan regular check-ins after each lesson to discuss progress and application of course concepts.
2. **Monitor Progress:** Follow the schedule to track each assistant's progress, review the *In the Field Guide* for further learning, and provide support as needed.
3. **Offer Guidance:** Use the suggestions in each lesson to provide support, encourage self-reflection, and help assistants overcome challenges. Check whether the Power Tools handouts are useful.
4. **Encourage Continuous Learning:** Foster ongoing growth and dialogue with your staff to ensure continual improvement in their practice. Connect resources to their potential application.

Lesson 1: Principles of Optimal Learning

Overview:

In Lesson 1, participants will explore the key elements of creating highly effective learning environments. Drawing from neuroscience, psychology, and biology, the lesson explains how the Montessori Method applies these principles to optimize children's learning outcomes.

Learning Objectives:

By the end of Lesson 1, your staff will:

- Understand the foundational principles of optimal learning.
- Learn how movement, control, interest, motivation, and collaboration enhance learning.
- Identify ways to apply these principles in the Montessori classroom.

Video Content Outline:

1. Blueprint for Learning (3 mins)
2. Movement and Learning (9 mins)
3. Control and Order (8 mins)
4. Interest and Context (10 mins)
5. Motivation and Learning (7 mins)
6. Collaboration and Learning (8 mins)
7. Interactions and Learning (7 mins)
8. Power Tools for Learning (3 mins)

Administrator Guidance:

Refer to **Lesson 1: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 2: Montessori Philosophy

Overview:

In Lesson 2, participants will dive into the core ideas behind the Montessori philosophy and learn about Dr. Maria Montessori's revolutionary approach to education. This lesson provides a historical overview of her work, as well as insights into the educational principles that set Montessori apart from conventional teaching methods.

Learning Objectives:

By the end of Lesson 2, your staff will:

- Understand the fundamental principles of the Montessori method.
- Gain insight into the history of educational thought that influenced Dr. Maria Montessori's work.
- Learn how Montessori's philosophy can be applied in the classroom to support child development and independent learning.

Video Content Outline:

1. Blueprint for Learning (6 mins)
2. Evolution of Pedagogy (13 mins)
3. Dr. Montessori: Her Life and Work (9 mins)
4. Philosophical Tenets (28 mins)
5. Power Tools for Learning (3 mins)

Administrator Guidance:

Refer to **Lesson 2: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 3: Child Development

Overview:

In Lesson 3, participants will explore the principles of child development, including the planes of development that guide Montessori education. This lesson also touches on the scientific research behind these stages, emphasizing how Montessori's observations align with modern developmental theories.

Learning Objectives:

By the end of Lesson 3, your staff will:

- Understand the planes of development as described by Dr. Maria Montessori.
- Gain knowledge of child development theories and how they relate to Montessori education.
- Learn how to observe and support children's growth across different stages of development in the classroom.

Video Content Outline:

1. Blueprint for Learning (4 mins)
2. Developmental Theorists (9 mins)
3. Brain Research (24 mins)
4. Research to Practice (12 mins)
5. Power Tools for Learning (4 mins)

Administrator Guidance:

Refer to **Lesson 3: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 4: Observation: The Keystone Skill

Overview:

In Lesson 4, participants will learn about the vital role that observation plays in Montessori education. Observation allows educators to understand the needs of each child, assess their development, and guide their learning journey without interference. This lesson focuses on developing observation skills and applying them effectively in the classroom.

Learning Objectives:

By the end of Lesson 4, your staff will:

- Understand the importance of observation as a fundamental Montessori skill.
- Learn different observation techniques and how to apply them in the classroom.
- Develop the ability to observe children without interrupting their natural flow of activity.

Video Content Outline:

1. Blueprint for Learning (5 mins)
2. The Keystone Concept (7 mins)
3. Scientists in the Field (16 mins)
4. The C.O.R.E. of Observation (16 mins)
5. Observation Practices (19 mins)
6. Power Tools for Learning (4 mins)

Administrator Guidance:

Refer to **Lesson 4: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 5: The Prepared Environment

Overview:

In Lesson 5, participants will explore the significance of the prepared environment in Montessori education. The prepared environment is a carefully organized space that supports children's independence, concentration, and development. This lesson emphasizes how the physical, social, and emotional aspects of the environment work together to foster optimal learning.

Learning Objectives:

By the end of Lesson 5, your staff will:

- Understand the essential components of a Montessori prepared environment.
- Learn how to create an environment that promotes independence, order, and beauty.
- Recognize how the physical setup and emotional tone of the environment contribute to children's learning and development.

Video Content Outline:

1. Blueprint for Learning (7 mins)
2. Role of the Environment (11 mins)
3. Order in the Environment (22 mins)
4. Beauty and Movement (12 mins)
5. Cognitive Environment (7 mins)
6. Emotional, Social, and Spiritual Environment (13 mins)
7. Power Tools for Learning (6 mins)

Administrator Guidance:

Refer to **Lesson 5: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 6: The Wonder of the Child

Overview:

In Lesson 6, participants will explore the innate wonder and potential of each child. This lesson emphasizes the importance of seeing children as capable, curious, and eager to learn. It focuses on how educators can nurture a child's natural development by providing a supportive environment and fostering positive interactions that encourage growth.

Learning Objectives:

By the end of Lesson 6, your staff will:

- Understand the concept of “normalization” and how it reflects a child’s inner harmony and independence.
- Recognize the unique qualities and potential of each child.
- Learn strategies for nurturing independence, curiosity, and self-motivation in children.

Video Content Outline:

1. Blueprint for Learning (3 mins)
2. Discover the Child (23 mins)
3. Root Causes of Behavior (9 mins)
4. The Guides (12 mins)
5. Child Guidance (16 mins)
6. Nurture Independence (15 mins)
7. Montessori Decalogue (14 mins)
8. Power Tools for Learning (4 mins)

Administrator Guidance:

Refer to **Lesson 6: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Lesson 7: The Prepared Adult

Overview:

In Lesson 7, participants will focus on the role of the adult in the Montessori classroom. The prepared adult plays a key role in supporting children's learning by maintaining a calm, focused presence and serving as a guide rather than a director. This lesson emphasizes the importance of personal growth, self-awareness, and professionalism in the Montessori environment.

Learning Objectives:

By the end of Lesson 7, your staff will:

- Understand the qualities of a prepared adult in the Montessori classroom.
- Learn how to model calm, focused behavior and guide children without directing them.
- Develop strategies for self-reflection and professional growth to better support children.

Video Content Outline:

1. Blueprint for Learning (5 mins)
2. Professionalism (17 mins)
3. Communication (24 mins)
4. Nurturing Your Spirit (7 mins)
5. Professional Development (7 mins)
6. Power Tools for Learning (5 mins)

Administrator Guidance:

Refer to **Lesson 7: In the Field** in the User Manual for videos, articles, and assignments requiring discussion or follow-up.

Montessori Assistant Toolkit [Infant Toddler](#) (ages 0-3) and [Elementary](#) (ages 6-12) Editions are also available.