



Montessori Assistant Toolkit

ADMINISTRATOR GUIDE

ELEMENTARY EDITION

The [Montessori Assistant Toolkit Elementary Edition](#) is designed to equip adults with the knowledge and skills needed to effectively support teachers and children in a Montessori elementary environment (6-12 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 (7 mins)
4. Interest and Context (13 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:

Lesson 2 introduces participants to the core principles of Montessori philosophy, focusing on how these ideas shape the elementary learning environment. This lesson highlights the historical context of Dr. Maria Montessori's work and explains how her philosophy promotes self-directed learning, independence, and collaboration in elementary-aged children.

Learning Objectives:

By the end of Lesson 2, your staff will:

- Understand the foundational principles of Montessori philosophy and their relevance to elementary education.
- Learn how Montessori's philosophy promotes hands-on learning, self-discipline, and independence.
- Be able to reflect on how Montessori philosophy applies to their current classroom practices.

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 (24 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:

Lesson 3 focuses on understanding child development during the elementary years, covering the key milestones and behaviors typical of children in this stage. This lesson explores Dr. Maria Montessori's concept of the planes of development and how the elementary years represent a critical phase of intellectual exploration and social development.

Learning Objectives:

By the end of Lesson 3, your staff will:

- Understand the developmental needs and characteristics of elementary-aged children.
- Learn about Montessori's planes of development and how they influence educational practices during the elementary years.
- Be able to observe and support children's intellectual and social growth during this stage.

Video Content Outline:

1. Blueprint for Learning (4 mins)
2. Developmental Theorists (9 mins)
3. Brain Research (24 mins)
4. Research to Practice (22 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:

Lesson 4 emphasizes the importance of observation in the Montessori classroom. Observation is a critical skill that helps educators understand each child's needs, interests, and developmental progress. In this lesson, participants will learn how to observe without interrupting the natural learning process and how to use their observations to better support elementary students.

Learning Objectives:

By the end of Lesson 4, your staff will:

- Understand the role of observation in the Montessori elementary classroom.
- Learn various observation techniques to assess children's learning and development.
- Be able to apply these observation skills to provide individualized support for students.

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:

Lesson 5 focuses on the importance of the prepared environment in Montessori education. A well-prepared elementary environment fosters independence, concentration, and collaboration, supporting the intellectual and social development of the children. This lesson will guide participants on how to maintain a space that encourages active learning, exploration, and self-directed work.

Learning Objectives:

By the end of Lesson 5, your staff will:

- Understand the key components of a Montessori-prepared environment for elementary-aged children.
- Learn how the environment supports academic growth, social development, and independence.
- Be able to apply strategies to create and maintain a well-organized, stimulating learning environment for students.

Video Content Outline:

1. Blueprint for Learning (7 mins)
2. Role of the Environment (21 mins)
3. Order in the Environment (38 mins)
4. Beauty and Movement (26 mins)
5. Cognitive Environment (28 mins)
6. Emotional, Social, and Spiritual Environment (19 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:

Lesson 6 explores the innate curiosity and potential of elementary-aged children. Montessori education values the child's natural desire to learn, emphasizing the need for educators to support this curiosity with an environment that fosters discovery, exploration, and independent learning. This lesson focuses on recognizing and nurturing each child's unique developmental journey.

Learning Objectives:

By the end of Lesson 6, your staff will:

- Understand the concept of “the wonder of the child” in the context of the elementary years.
- Learn how to support children's natural curiosity and self-motivation in the classroom.
- Be able to implement strategies that encourage exploration, creativity, and intellectual growth.

Video Content Outline:

1. Blueprint for Learning (3 mins)
2. Discover the Child (30 mins)
3. Root Causes of Behavior (9 mins)
4. The Guides (12 mins)
5. Child Guidance (23 mins)
6. Nurture Independence (17 mins)
7. Montessori Decalogue (13 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:

Lesson 7 focuses on the role of the adult in the Montessori classroom. The prepared adult is crucial to creating an environment where children feel supported in their learning journey. This lesson highlights the importance of self-awareness, patience, and the ability to guide students without controlling their learning experience. It also emphasizes the need for continuous personal and professional development.

Learning Objectives:

By the end of Lesson 7, your staff will:

- Understand the qualities of a prepared adult in the Montessori elementary classroom.
- Learn how to model calm, focused behavior and foster an environment that supports independent learning.
- Be able to reflect on their role as a prepared adult and implement strategies for ongoing self-improvement.

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 [Early Childhood](#) (ages 3-6) Editions are also available.