



## **CREEKSTONE MONTESSORI SCHOOL**

### **POSITION DESCRIPTION**

**Position Title:** **Special Education Paraprofessional (Grades PreK through Grade 6)**

**Reports to:** **Assistant Director of Special Education**

#### **Position Description and Primary Objective**

Assists preschool and elementary aged students with disabilities in a Montessori classroom. Essential functions of the position include assisting with and delivering effective instruction specific to the Individualized Educational Program (IEP) of eligible students, specifically fulfilling paraprofessional requirements of the IEP. The qualified candidate will adhere to state and federal guidelines of delivery of instruction and compliance, including meeting requirements of highly qualified status, and communicating effectively with students and colleagues.

#### **Essential Duties and Responsibilities**

1. Works with individual students and/or small groups of students to reinforce learning of materials and skills initially introduced and outlined by certified staff.
2. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. At all times, supports the students in becoming increasingly independent and connected to the classroom community and routines.
4. At all times, supports the Lead Guide in the Montessori community in the promotion (among the children receiving services) of Montessori work ethic and freedoms balanced with responsibilities as the Guide has defined them with the children in the community. This is done through direct teaching to the children receiving services and through consistent modeling of the kinds of engagement in the community, expected of all community members.
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
6. Is an active member of the educational team that may interact, communicate, and collaborate with multiple members to best support

- student(s)' individualized needs.
7. Performs assigned and engaged supervision of students during lunch periods, play periods, and on going-outs.
  8. Demonstrates ethical behavior and confidentiality of information about students in the school environment and community.
  9. Participates in professional development training programs as approved.
  10. Maintains a safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.

Other duties and responsibilities may be assigned.

### **Skills / Qualifications**

All General Education and Special Education Paraprofessionals that work in a classroom, an instructional setting, and/or provide support to students on transportation are expected to meet the requirements of Highly Qualified Paraprofessional status. A Paraprofessional needs to demonstrate a Highly Qualified status via one of the following: 1) At least 2 years of college credits through an accredited institution of higher education. College transcripts with 60 semester credits completed with 2.0 overall grade point average or higher must be provided. (An associate's or higher degree qualifies as Highly Qualified.) or 2) Obtain a passing score on the Paraprofessional Test demonstrating the knowledge and ability to assist with instruction in reading/language arts, writing, mathematics or readiness for each. More information will be provided to interested applicants.

### **Further Details:**

1. Creekstone Location: 5225 U.S. Hwy 61, Suite 3, Red Wing, MN
2. Submit a letter of interest and resume to Danielle Mandelkow, Assistant Director of Special Education, at [dmandelkow@creekstonemontessori.org](mailto:dmandelkow@creekstonemontessori.org).

**Disclaimer:** This position description is intended to describe the major responsibilities of the position. Conditions may exist that are not addressed. The supervisor has the right and responsibility to assign different duties as are needed to ensure the purpose of the position is addressed completely.

*Creekstone Montessori School is committed to providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Opportunity laws, directives and regulations of Federal, State and Local governing bodies or agencies. Creekstone Montessori School does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, gender identity and expression, disability, age, or status.*