

CREEKSTONE MONTESSORI SCHOOL

POSITION DESCRIPTION

Position Title: **Lead Guide Assistant/General Education Paraprofessional
(Children's House (Ages 3-5))**

Reports to: **Assistant Director of Special Education/Student Services and
Assessment Coordinator**

Creekstone Montessori School is seeking a classroom assistant for our Children's House Community who possess the skills and abilities necessary to implement our school's Mission and support the work of the Lead Guide/Teacher by assisting in the preparation and maintenance of the Montessori-prepared environment and interaction with students.

Mission

Creekstone Montessori School's mission is to provide a learning environment that embraces a child's natural desire to learn and to empower all children to grow to their full social, academic, and emotional potential through Montessori principles and methods of education.

Our purpose is simple: to inspire a lifelong passion for learning and build the foundations for profound respect towards humanity and the natural world.

About Creekstone Montessori School: A charter school in its third year of operation, Creekstone Montessori School (Creekstone) offers proven-Montessori education to children ages 3-6th Grade. Creekstone proudly provides a different, untraditional point-of-view in education; driven by the motivation of students. Please visit www.creekstonemontessori.org for more information.

Position Description and Primary Objective

This is a full-time, hourly non-exempt position, Monday-Friday, throughout the 10-month school year. The assistant's responsibilities will include but are not limited to the following:

Essential Duties and Responsibilities

1. Helps supervise and work with children under the direction of the Lead

Guide/Teacher.

2. Assist in ensuring the health, physical, and social/emotional well-being and safety of the children at all times.
3. At all times, supports the students in becoming increasingly independent and connected to the classroom community and routines, meeting the needs of each child with respect to their interests, special needs, temperament, talents, and individual style/pace of learning.
4. At all times, supports the Lead Guide in the Montessori community in the promotion of Montessori work ethic and freedoms balanced with responsibilities as the Guide has defined them with the children in the community.
5. Consistently model Mission-oriented principles in the community, expected of all community members.
6. Establish a positive relationship with families.
7. Is an active member of the educational team that may interact, communicate, and collaborate with multiple members to best support student(s)' individualized needs.
8. Performs assigned and engaged supervision of students during lunch periods, play periods, and on going-outs.
9. Demonstrates ethical behavior and confidentiality of information about students in the school environment and community.
10. Participates in professional development training programs as approved.
11. Establish a positive relationship with families.
12. Participate in community events as needed.
13. Assist in daily preparation and maintenance of the environment: clean, supply, keep in good repair.

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.

Desired Qualifications

1. A high school diploma with minimum one year of experience working with children ages 3-5.

2. A passion for Early Childhood Development and working with young children and their families.
3. Must be motivated to work independently and as part of a team
4. Must demonstrate a positive attitude with a commitment to the school community
5. Must be able to work the hours of the position based on the organization's needs
6. Current Infant/Child CPR and First Aid Certification
7. Must complete a clearance of a background check

Further Details:

1. Creekstone Location: 5225 U.S. Hwy 61, Suite 3, Red Wing, MN
2. Compensation commensurate with other charter schools of similar scope and size, and with the experience and qualification of the candidate selected for the position.

How to apply:

Persons interested in applying should send an email to Danielle Mandelkow at dmandelkow@creekstonemontessori.org with the following application materials

1. Letter of Interest
2. Resume
3. Completed application (complete and submit on our website at: <https://creekstonemontessori.org/employment/>)
4. Unofficial transcripts

Applications will be reviewed on a rolling basis upon receipt.

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.