

# **CREEKSTONE MONTESSORI SCHOOL**

## **POSITION DESCRIPTION**

**Position Title:** **Math Specialist**

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

### **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:

Creekstone Montessori School is seeking a Math Specialist to serve children PreK-Grade 6, who will plan and develop, under the guidance of Administration and Assistant Director of Special Education/Student Services and Assessment Coordinator, instructional materials, lessons, and other activities to support Creekstone's goals, objectives and purpose in accordance with the Mission Statement. The Math Specialist is responsible for providing interventions to children who require additional mathematics support, so that they have the opportunity to fulfill their potential for intellectual, emotional, physical and psychological growth. The Specialist evaluates the needs and abilities of students in grades PreK - Grade 6, using an assessment tool determined with Administration and Assistant Director of Special Education, and develops/utilizes curricula to best present and provide instruction to children. The Specialist assures children show continuous improvement in learning basics and essential skills and completes all necessary data collection and reporting.

Other essential duties, responsibilities, and expectations include but are not limited to the following:

- Consistently model Mission-oriented principles in the community (expected of all community members)
- Assist in ensuring the health, physical, and social/emotional well-being and safety of the children at all times
- Establish a positive relationship with families
- Act as an active member of the educational team that may interact, communicate, and collaborate with multiple members to best support student(s)' individualized needs
- Demonstrate ethical behavior and confidentiality of information about students in the school environment and community

- Participates in professional development training programs as required and approved
- Participate in community events as needed
- May be asked to perform assigned and engaged supervision of students during lunch periods, play periods, and on going-outs
- May be needed to provide classroom support during regular classroom staff absences

### **Mission Statement**

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 public charter school in its third year of operation, Creekstone Montessori School (Creekstone) is committed to and provides 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. We seek to provide the highest quality education to all children and embrace all socio-economic and cultural backgrounds, through partnering with a diverse community of parents and community members. We aim to cultivate healthy lifestyles and to nurture empathy, character, and community engagement. Please visit [www.creekstonemontessori.org](http://www.creekstonemontessori.org) for more information.

### **Skills/Qualifications**

A Specialist 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.

### **Qualifications and Skills**

1. A high school diploma with minimum one year of experience working with children ages PreK-Grade 6-OR possession of a valid Minnesota Teaching

- License in Elementary Education or Mathematics
2. Montessori interest, experience, certification, or Elementary Diploma preferred but not required.
  3. A passion for Early Childhood and Elementary child development and working with young children and their families.
  4. Must be motivated to work independently and as part of a team
  5. Must demonstrate a positive attitude with a commitment to the school community
  6. Must be able to work the hours of the position based on the organization's needs
  7. Current Infant/Child CPR and First Aid Certification preferred
  8. Must complete a clearance of a background check
  9. Prior successful experience in, especially, a Montessori education environment and/or other educational setting is desirable
  10. Demonstrates professional development through course work, research, peer collaboration, and/or job-embedded staff development
  11. Working knowledge of the subject matter, classroom management techniques, current researched best practices and strategies, as well as students' learning styles and needs, both academic and emotional

Other reasonable duties and responsibilities may be assigned as deemed necessary.

**Additional Details:**

1. Creekstone is located in beautiful Red Wing on the historic VASA grounds at: 5225 U.S. Hwy 61, Suite 3, Red Wing, MN 55066
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 contact Danielle Mandelkow, Assistant Director of Special Education/Student Services & Assessment Coordinator at [dmandelkow@creekstonemontessori.org](mailto: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.*