

Three Rivers Montessori Charter School  
District 4266-07  
17267 Yale Street NW  
Elk River, MN 55330  
763-595-1213



## Three Rivers Montessori Charter School Education Assistant Job Description

**School Mission:** Empowering students to reach their full potential through authentic Montessori learning.

**Position:** Special Education Paraprofessional

**Rate:** \$16-18/hr.

**Reports to:** Lead Montessori Teacher and Executive Director

**Employment Type:** Full-time

**Hours:** Monday through Friday, approximately 7:30am-3:30pm

**Summary:** The Education Assistant facilitates the comprehensive development of all students by interacting positively, confidently and respectfully with all children, families and staff members.

### **Duties and Responsibilities:**

- Maintain a clean and hygienic classroom environment
- Managing the room during class time such that the teacher can spend a reasonable amount of time giving undisturbed individual lessons
- Monitor transition times
- Help children get dressed for outside and inside play
- Monitor the playground during outside play
- Monitor lunch
- Classroom and material preparation as directed by the Lead Teacher
- Attend staff meetings (as needed)
- Attend in-service training (as needed)
- Attending team meetings (as needed)
- Maintaining confidentiality of all school and student related information
- Other tasks or duties assigned by classroom teacher or Executive Director

In addition, Education Assistants agree to maintain cardio-pulmonary resuscitation (CPR) and basic first aid certification, to know the school emergency procedures, and to perform other duties not specifically stated as directed by teachers or the school's Director.

**Required Qualifications:** High School Diploma

**Preferred Qualifications:** At least one year of experience working with children

**Start Date:** 9/1/21

**Application Procedure:** Please send a resume and brief description of your interest in the position to [admin@threeriversmontessori.org](mailto:admin@threeriversmontessori.org).

Please visit [www.threeriversmontessori.org](http://www.threeriversmontessori.org) for more information.

**Posted:** 5/27/21

**Application Deadline:** Position will be open until filled

*Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.*