

Educational Assistant Position



Job Description: Educational Assistant	Start Date: Immediately	Salary: DOE
FLSA Status: Non-Exempt (Full-Time, hourly)	Hours: 7:00 - 3:30 M-F	Supervisor: Executive Director

Three Rivers Montessori is looking for a full-time **Educational Assistant** in a **multi-age 1st/2nd-grade** classroom. We are a public tuition-free elementary school serving K-6th grade students from Elk River and the surrounding communities. We are looking for a dedicated and passionate individual to support our mission of “Empowering students to reach their full potential through authentic Montessori learning.”

This full-time position includes **75% medical and dental benefits** employer paid for the individual, **10 holidays** paid, **7.5% employer-paid retirement**, **100% life insurance**, **100% long-term disability**, plus additional optional benefits. In addition, full-time employees accrue one day of PTO per month. Employees are paid twice monthly on the 15th and last day of the month. This hourly position includes holidays and school breaks off; see the [calendar](#) for specific days.

We believe equal opportunity is extremely important and every employee and student is unique in their own way. We strive to create an open, inclusive, and equal environment in which every individual has the opportunity to flourish.

Summary of Position

Three Rivers Montessori’s Educational Assistants are an instrumental asset to the classroom and student success. To be effective, you will need to manage multiple tasks and intuitively problem solve to support students in their academic and behavioral needs while also efficiently managing the functions of the classroom and school.

Our team members are passionate about Montessori and providing an authentic experience for their students. We advance your abilities by providing on-site and online training with certified Montessori educators. Educational Assistants are essential to our team, and we cultivate a culture where we all learn and grow together.

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Job Duties

- Provide academic and behavioral support to students
- Maintain classroom organization
- Monitor students during passing times, recess, and lunch
- Accurately record attendance
- Perform other job related duties as assigned

Minimum Qualifications

- Basic skills in reading, writing, science, and mathematics
- Must possess excellent English reading and writing skills
- Knowledge of office procedures, practices, and policies
- Must have basic computer skills and ability to use software programs
- Must follow through on directions, rules, policies and procedures
- Must develop good relationships with students, parents, and staff
- Must be sensitive to the needs of others
- Must relate to students with warmth, friendliness, and understanding
- Must remain calm in stressful situations

Desired Qualifications

- Montessori training and/or experience
- BA with a Short Call Sub License (or willingness to obtain)

Application Process

Submit a cover letter, application, and supporting documentation to admin@threeriversmontessori.org

Visit <https://threeriversmontessori.org/employment> for more information.

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