

In House Sub Position



Job Description: In House Substitute (K-6)	Start Date: August 28th, 2023	Salary: 2k-35k/yr.
FLSA Status: Exempt (Full-Time)	Hours: 7:00am - 3:00pm M-F	Supervisor: Director of Teaching and Learning

Three Rivers Montessori is looking for a full-time ***In House Substitute Teacher*** to support our ***kindergarten through 6th-grade*** classrooms and teachers. 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 In House Subs are an instrumental asset to the classrooms, teaching staff, and heavily relied upon for student support.

In House Sub Position



The In House Substitute supports the Montessori teaching staff and assists in the comprehensive development of all students by interacting positively and respectfully with all children, families and staff members at Three Rivers Montessori. The In House Sub will cover teachers who may be out and will also rotate classrooms to provide teachers with preps when not acting as a Teacher Substitute.

Job Duties

Sub coverage when teachers are out or if Montessori Assistants are out:

- Follow prescribed lesson plans in the absence of the teacher
- Follow the directions and lead of the teacher in the absence of the Assistant
- Manage students and ensure pre-planned lessons are implemented
- Coordinate with other teachers for support and guidance when subbing

Classroom rotation in the event all staff are present:

- Following a set schedule to rotate classes to provide support and an opportunity for teachers to take a prep
- Coordinating with the assistants to ensure smooth operations of the classroom
- Collaborating with teaching staff to implement Montessori support during rotations

Establish and maintain positive working relationships with the students and support staff in the classroom:

- Demonstrate appropriate classroom management, and human relations skills with a focus on building respectful, caring, and kind relationships; be a role model to students in handling difficulties
- Ensure a clean, safe, orderly, and attractive classroom environment comfortable for learning
- Communicate and ensure high expectations for appropriate behavior and a positive classroom environment encouraging student responsibility, cooperation, and respect for self, others & property
- Adhere to procedures/legal requirements and respond to student misbehavior proactively, appropriately, respectfully, and with care

Other Responsibilities:

- Actively participate in professional development activities and evaluation programs

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- Collaborate to maintain all records according to school policy and procedures; at all times maintain the confidentiality of information
- Responsible for the safety and security of the work and student environment; including following all emergency drill procedures according to standards
- Attend and participate in all school and after-school activities as designated by your supervisor
- Responsible for professional work habits, attire, and conduct including daily on-time, absences reported promptly, working a full schedule, being where need to be, all deadlines met, following staff handbook, adhere to school procedures and expectations
- Perform all other job duties as assigned

Required Qualifications:

- Bachelor's Degree (in any field)
- Sub License for the State of MN (will work to obtain if does not presently hold)

Desired Qualifications:

- Valid Minnesota teaching licensure in respective area
- Ability to obtain a lower-tier license with the school if necessary
- Montessori experience
- Experience working with students from diverse backgrounds and ELL populations
- Effective oral and written communication skills

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.