

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



Three Rivers Montessori Charter School Building Sub/Float Job Description

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

Position: Building Substitute/Float

Rate: \$16-18/hr. DOE

Reports to: Administration

Employment Type: Flexible

Hours: Monday through Friday between the hours of 6:00am and 6:00pm

*Anyone with a bachelor's degree can also apply for a short call substitute license (daily pay rate provided upon request)! Please contact admin@threeriversmontessori.org for details.

Summary: The building substitute/float assists in the comprehensive development of all students by interacting positively and respectfully with all children, families and staff members at Three Rivers Montessori.

Classroom 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 small group or 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
- Maintaining confidentiality of all school and student related information
- Other tasks or duties assigned by classroom teacher or Executive Director

Additional positions requiring substitutes:

- Food Service: M-F; 10am-1pm
- Before and After School Care: M-F; 6:15-8:00am and/or 2:15-6:00pm

Required Qualifications: High School Diploma

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

Start Date: Flexible

Application Procedure: Please send a resume and brief description of your interest in the position to admin@threeriversmontessori.org.

Please visit www.threeriversmontessori.org for more information.

Posted: 11/3/21

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.