



Sherwood Montessori in Chico is seeking part-time instructional aides who will assist classroom teachers in carrying out the mission of the school to deliver Montessori education to students in our TK-8th charter school.

We are seeking an instructional aide for two of our lower elementary (grades 1-3) classrooms. Must be available 8:30 a.m.-3:00 p.m. Monday-Friday with an hour unpaid lunch break around 11:30-12:30. 25.5 total hours in a week.

\$16-22.25/hour DOE

### **Instructional Aide**

- Demonstrate flexibility in assisting classroom teacher in myriad and changing ways that will maximize benefits to the learning community.
- Model positive attitude and courteous behavior for children, teens and adults, and prepare all other visitors and teachers to model the same respect when working and volunteering in the school.
- Assist the classroom teacher in preparing and maintaining an environment that meets the needs of all learners and is reflective of the Montessori philosophy of order and beauty.
- Communicate ground rules and procedures effectively to all children/teens and remain consistent with consequences.
- Maintain vigilance in supervising students for safety in classrooms and recreation spaces.
- Demonstrate openness to obtaining new skills that will optimize effectiveness in assisting classroom teacher to meet the needs of all students.
- Demonstrate competency in behavior management using cooperative/positive discipline techniques in whole class, small group, and 1:1 settings.
- Demonstrate ability to use computers, copiers, and other office equipment needed to assist classroom teacher in work related duties.
- Implement program developed for exceptional students as communicated by Director of MTSS and classroom teacher.

### **QUALIFICATIONS:**

#### **KNOWLEDGE OF:**

1. Experience with, knowledge of, or interest in the Montessori method of education.
2. Techniques and methods of supporting learning experiences of children and youth.
3. Child and youth learning activities, such as academic achievement, educational enrichment, visual/performing arts, health/nutrition, technology, sports/recreation, and cultural groups and events.
4. Techniques and methods of student supervision and behavior management.
5. Cultural and physical differences and needs of children in assigned activities.

6. Basic computer and technology applications.
7. English usage, spelling, and writing.
8. Elementary and middle school levels of math and science curriculum and tutoring strategies.

**ABILITY TO:**

1. Work effectively with students of differing ages, abilities, and backgrounds.
2. Establish and maintain effective working relations with program and school personnel.
3. Learn basic first aid and safety requirements.
4. Communicate effectively in oral and written expressions.
5. Physically perform job tasks.
6. Follow directions and function within program and school policies and procedures.

**EXPERIENCE AND TRAINING:**

1. Two years (48 completed units) college level course work, preferred, in recreation, psychology, health, or other related fields; or Associate's degree or higher .
2. Preference will be given to candidates seeking a professional path in education.
3. Experience assisting implementation of children and/or youth programs and activities.
4. Experience related to K-12 educational systems and sites.

- **Cover Letter**
- **Resume**
- **Three letters of recommendation required, current letters preferred**