Montessori del Mundo
Growing Tomorrow's Bilingual Leaders

2026-2027 Job Description - Instructional

Job title	***Assistant Teacher*** *Upper Elementary (4th - 6th), Lower Elementary (1st - 3rd), Full-Time Floating Substitute, CASA*
Guided & Supported by:	*Grade Level Guide and Coordinator*
Position Status	*Regular Full-Time, non-exempt 192 work days (according to the academic calendar) + 7 paid holidays*

Organization purpose

Montessori del Mundo (MdM) is a public Dual-Language Montessori charter school in Aurora, CO. MdM follows the Montessori philosophy and curriculum and uses a research-based dual language model with the goal of bilingualism and biliteracy for all students. Academic instruction is in both Spanish and English to prepare students for the future bilingual world.

This role exists for the purpose of

The purpose of the Assistant position is to support the instructional and administrative work of the classroom guide in service of growing and developing each child as a bilingual leader.

Accountabilities and Expectations

- Maintaining a neat, clean, and orderly classroom environment
- Supporting the Guide in the development of a positive, productive classroom culture leading to regulation
- Providing small group instruction under the supervision of the Guide
- Supporting student success during whole group and individual instruction by guiding students to problem solve, utilize regulation strategies, and stay on task
- Regularly updating and maintaining the record-keeping system per best practices and legal requirements to track student progress
- Supporting the guide in the preparation of work, including cleaning, organization, making copies, gathering supplies, and prepping materials
- Supervising students during transitions, recess, and lunch periods
- Supporting Wellness guides during wellness classes (art, music, movement, social-emotional)
- Investing in families by building and maintaining positive relationships with children and parents
- Scheduling and attending parent meetings and conferences as needed
- Supporting daily operations with regularly scheduled morning, midday, and/or dismissal duties
- Providing a spirit of hospitality at school gatherings, public events, and family engagement activities
- Collaborating with all members of the school community

Qualifications/Individual Education and Experience

- Required:
  - High school diploma or GED
  - Bilingual - ability to speak and write with native-like fluency in both Spanish and English
  - Previous experience working with children
  - Proof of passing the 45-hour evidence-based training in teaching reading as required by the READ Act or a willingness to complete required training during the first year of employment
- Preferred:
  - Previous Montessori assistant experience
  - Comfortable with technology, including working on a Chromebook or laptop and using phone apps for communication

Skills and Abilities/Individual Capacities

- Enthusiasm and commitment to our vision and mission, Dual Language Education, and Montessori Philosophy
- Solution-oriented; takes the initiative to resolve conflicts
- Demonstrated ability to facilitate and foster collaboration
- Ability to lead from a foundation of Justice, Equity, Diversity, and Inclusion
- Ability to effectively manage time and competing priorities
- Experience with and passion for working with Second Language Learners, families from diverse backgrounds
- Desire to learn and grow as a professional; open to feedback, collaboration, and compromise
- Commitment to building long-term relationships with students, parents, and colleagues

Working conditions

This position will require the employee to move about the classroom and building regularly, including climbing stairs, getting up and down from the floor, walking on uneven surfaces (playground), and may involve sitting or standing for extended periods. There are occasions when you may be required to be outside for a short period in inclement weather. This position requires some flexibility to attend occasional events on evenings and/or weekends throughout the year in support of the community.

Physical requirements

This position will require sitting, standing, bending, reaching, and occasional climbing on stools. Candidates must be able to navigate stairs and lift up to 20 lbs.

Supports and Guides (Direct Reports)

No roles are supported and guided by this position.

Salary

The **starting hourly range** for this position is $15.16 - $25.00 per hour, depending on education and experience.

Application:

To apply, send an email with the subject line **BILINGUAL ASSISTANT -** to hiring@montessoridelmundo.org. Include your resume (in English) and a cover letter describing why you are interested in the position and what qualities you bring to your work (in Spanish).

Approved by:	Wendy Renee
Date approved:	*January 20, 2026*
Reviewed:	*January 2026*

Montessori del Mundo will endeavor to review and update job descriptions annually.