MONUMENT VIEW
MONTESSORI

Elementary Assistant Teacher

Do you love playing outside almost as much as working with youth? This position is an exciting opportunity at a growing and unique charter school in the Grand Junction and Fruita area.

POSITION SUMMARY and EXPECTATIONS

The Assistant Teacher, serving the Primary (ages 3-6) or Kindergarten Classroom (ages 5-6), assists the Lead Teacher in guiding the children in their Montessori learning. S/he has strong writing skills and is organized and articulate. The assistant will possess a friendly disposition, demonstrate leadership and emotional maturity, and have a love of learning and playing. Along with the Lead Teacher, the Assistant Teacher is responsible for maintaining student well-being and safety. The assistant will familiarize themselves with Montessori materials and assist the Lead Teacher in making additional materials.

The Assistant Teacher reports to the Lead Teacher, and has daily meetings with the lead teacher to plan ahead and prepare lessons. S/he will notify the Lead Teacher of any classroom issues, such as behavior, health concerns, equipment needs, repairs, maintenance, etc., and will communicate any concerns expressed by parents to the Lead Teacher. The assistant provides ongoing support and engagement with students in creating and maintaining a non-discriminatory, all-inclusive program with high academic standards and a commitment to social and emotional learning and growth. S/he maintains and fosters constructive interactions with students, parents, and staff. The assistant participates in weekly staff meetings, and will periodically attend school functions and events after regular school hours. Throughout the school, the Assistant Teacher will demonstrate grace and courtesy.

Job Description

- Assisting the Lead Teacher in maintaining a Montessori culture of learning.
- Assisting the lead in maintaining the classroom expectations.
- Running interference for the lead while lessons are being given (answering questions, redirecting children who are wandering/disruptive, etc).
- Communicating to the Lead when students need help in conflict resolution, and guiding children through conflicts once comfortable with the process.
- Serving as assistant and partner to the lead.
- Preparing and presenting lessons/projects as agreed on with the lead.
- Completing tasks delegated by the lead (administrative, clean-up, classroom management, etc).
- Subbing for the lead when necessary.
- Assisting the lead with progress reports and family conferences.
- Alerting the lead when a conflict has arisen in the classroom or on the playground (even if it seems to be resolved).

- Running the classroom when the lead is in conflict resolution conversations or otherwise engaged, including independently overseeing transition periods.
- Assisting with/overseeing clean-up at the end of the work cycles
- Maintaining an orderly Montessori environment.
- Directing parent inquiries to the lead teacher
- Checking student work throughout the week.

WORKPLACE ENVIRONMENT

Monument View Montessori is a small public charter school located between Fruita and Grand Junction on Colorado's Western Slope. Home to the confluence of the Gunnison and Colorado Rivers as well as the Colorado National Monument, Mesa County is home to world-class mountain biking, climbing, rafting, fly fishing, and more. Our affordable cost of living and lack of traffic is a stark contrast to the Front Range. MVM is a welcoming and affirming community dedicated to the social, emotional, and academic well-being of students, staff, and families.

EDUCATION

EXPERIENCE

- **12 months (1,820 hours) verified experience in the care and supervision of 4 or more children less than 6 years of age, who are not related (or completion of two early childhood education courses with a grade of "C" or better)**

- **Experience with the Montessori method is preferred but not required.**

Other Requirements:

- **CPR/First Aid certification/FEMA training (within 30 days)**

- **CBI/FBI fingerprint clearance and background check (pre-employment)**

- **Be physically strong and able to lift at least 50 pounds**

- **Fluency in Spanish is preferable**

COMPENSATION: $18.00 - 20.00 an hour and commensurate with experience.

Please submit your cover letter and resume to Michael Girodo m.girodo@mvmcharter.org