

2026 - 2027 Job Description - Instructional

Job title	<i>Assistant Teacher - Estrellas</i>
Guided & Supported by:	<i>Estrellas Lead</i>
Position Status	<i>Regular Full-Time, non-exempt 192 work days (according to academic calendar) plus 7 paid holidays</i>

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

Supporting the instructional and administrative work of the special education department in service of ensuring the best possible educational outcome for all students.

Accountabilities and Expectations

- Providing small group and/or push-in instruction under the supervision of the Estrellas Lead
- Providing social-emotional and social justice classes to students utilizing curriculum and plans provided by Estrellas Lead
- De-escalating children with severe behaviors and supervising consequences when students are outside the classroom
- Pushing into classrooms and providing social-emotional assistance to teachers and students
- Responding to radio calls for classroom behavior support
- Promoting justice, equity, and inclusion throughout the community
- Investing in families by building and maintaining positive relationships with parents
- Supervising and ensuring student safety
- Supporting the Lead in the preparation of work, including cleaning, organization, making copies, gathering supplies, and prepping materials
- Maintaining a neat, clean, and orderly classroom environment
- Maintaining contact and behavior records as required to support grant reporting
- Providing a spirit of hospitality at school gatherings, public events, and family engagement activities
- Supporting daily operations with regularly scheduled morning, midday, and/or dismissal duties
- 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
 - CPI Blue card or willingness to attend the first available training
 - Comfortable with technology, including working on a Chromebook or laptop and using phone apps for communication
- Preferred:
 - Previous Montessori assistant experience

- o Previous experience working with children with disabilities and/or behavior challenges

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
- Demonstrated ability to analyze and make decisions based on summative and formative data
- 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 of time. There are occasions when you may be required to be outside for a short period of time 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 \$16.16 - \$26.00 per hour, depending on education and experience.

Application:

To apply, send an email with the subject line: **Estrellas Assistant** to [hiring@montessoridelmundo.org](mailto: 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:	
Date approved:	January 20, 2026
Reviewed:	January 2026

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