



Engaging Intellect, Shaping Character, Building Community

Title: Special Education - Education Assistant

Level: Elementary (grades 1 - 3 / 4 - 6)

Classification: 1.0 full-time

Reports to: Special Education Assistant Director / Special Education Systems Manager

Organization Description:

Great River School is a public Montessori institution servicing students ages 6 through 18.. Our community is committed to an engaging environment which prepares students for their unique roles as responsible and engaged citizens of the world. Our vision is world peace through education. We specifically seek to deconstruct systems of bias and oppression that interrupt relationships and access to education. We welcome applications from all backgrounds - racial justice, gender inclusion, and accessibility of education is central to our core values as a school community.

General Job Description:

The position is to work collaboratively within the Special Education Department and greater GRS community to support student development. This is an opportunity to serve a community of students and families and to complement and support the mission of the school. Great River School is committed to Montessori and International Baccalaureate pedagogy and has an excellent reputation as a Public Montessori Charter School. The role of the Special Education Educational Assistant is to further our mission to provide a quality Montessori / IB education through inspiring learning environments and strong relationships based on respect for the gifts of each student.

Areas of responsibility and Concomitant Tasks: Duties outlined below are intended as “representative” examples of the level of responsibility of this position and may include other tasks of a similar nature.

1. General Responsibilities:

- Exhibit reverence, belief, and trust in each student
- Work to support and guide each student towards realization of their unique potential
- Ensure respect and safety for every student within the community
- Ensure respect for and provide for individual learning differences
- Model professional integrity
- Work in collaboration with colleagues in service of the students
- Actively participate in major classroom outings, trips and key experiences.
- Uphold all federal and state laws in accordance with best practices.
- Regular communication with Special Education Guides regarding challenges and successes in work choices, interactions with others and their commitment to the community.
- Assist children in meeting their individualized education plan (IEP) goals under the supervision of the classroom teacher, speech therapist, occupational therapist or any other professionals working with the students.
- Assist children in the classroom as well as the general education setting; help to model and encourage respect, communication and competency of their work tasks.
- Assist students to manage their behaviors in a professional, nonjudgmental, empathetic manner and follow their behavior plans.

- Assist children in their daily routines.
- Help to maintain the safety of children and the environment.
- Observe children on school property and school-supervised outings and keep applicable notes as necessary.
- Assist classroom teacher(s), Head of School, or Elementary Special Education Coordinator by performing specific duties as assigned or undertaking specialized tasks to achieve and enhance instructional objectives.
- Assist with the maintenance of various records and files.
- Establish and maintain positive professional relationships with both students and colleagues
- Ability to work with students having emotional, physical and mental health needs
- Actively participate in regular meetings and in-service trainings
- Ability to follow directions and work independently
- Ability to work with students one-on-one, in groups and in the general education setting
- Contribute to their fair share of the operational needs of the school
- May be required to attend Montessori courses or courses that assist in observed areas of professional growth
- Other duties as assigned by the Head of School or Elementary Special Education Coordinator

2. Minimum Qualifications:

- Two or more years of post secondary education
- Two or more years working with elementary aged students
- Commitment to Great River School's mission and vision
- Pass background check

3. Preferred Qualifications:

- Four year degree or higher in the field of education (or related field)
- Knowledge of or prior experience with learning and behavior management techniques
- Ability to lift up to 50lbs (and / or up to adult size body weight with two or three person lifts)
- Proficient in filing, word processing, photocopying, spreadsheets and other computer programs
- Proficient in elementary academic areas (reading, writing, math, science, etc.)
- Experience working in an Elementary Montessori school setting
- Experience using Elementary Montessori Materials
- First Aid, CPR, AED, CPI training
- Wilderness First Aid training
- Ability to participate in week long overnight Key Experiences with students
- Experience with, but not limited to: camping, biking, cooking, canoeing, etc.

Great River School provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or local law. In addition, Great River School will provide reasonable accommodations for qualified individuals with disabilities.

Applications will be reviewed and interviews conducted on a rolling basis until successful candidate(s) are hired. Please send a letter of interest, resume and three professional letters of reference (email of application materials is preferred) to:

Email: jobs@greatriverschool.org

Great River School

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