

Position: Student Support Specialist (SSS) – Early Childhood
Location: Toledo Campus
Job Type: Full-Time
FLSA: TBD
Reports To: Director of Education
Schedule: M-F: 9am-3pm
Salary Range: TBD
Revised: July 7, 2026

About West Side Montessori

West Side Montessori is dedicated to nurturing the natural curiosity and independence of children through Montessori principles. We provide a prepared environment and a collaborative, supportive school community for families and staff.

Position Overview

The Early Childhood Montessori Intervention Specialist supports children from infancy through kindergarten by providing individualized observation, early intervention strategies, and collaborative guidance for teachers and families. This role ensures that each child receives developmentally appropriate support while honoring Montessori principles of independence, respect, and whole-child development.

Key Responsibilities

Observation & Individualized Planning

- Conduct detailed, objective observations of students ages 6 weeks - kindergarten to identify developmental progress and specific challenges.
- Collaborate with the educational team to develop and implement individualized accommodations (including 504c plans).
- Maintain detailed, Montessori aligned observation records of student progress, behavioral data, and developmental milestones.
- Monitor progress and adjust support plans as needed.

Classroom Support & Implementation

- Work directly with teachers to adapt and modify Montessori materials and the physical environment to meet the sensory, motor, and cognitive needs of individual students
- Develop individualized support plans rooted in Montessori philosophy.
- Offer in class or brief pull aside support sessions when appropriate.
- Provide 1:1 or small group support for children requiring targeted assistance to access the curriculum or regulate their emotions.

Teacher Collaboration

- Partner with Montessori teachers to integrate support strategies into daily routines.
- Confer with teachers on environmental adjustments and individualized lesson approaches.
- Help adapt materials or presentations to meet diverse learning needs while maintaining Montessori fidelity.
- Participate in team meetings to evaluate student success and adjust accommodations as needed.

Family Partnership

- Communicate regularly with families to share updates, provide resources, and ensure consistency between school and home.
- Guide families through referrals for outside evaluations when needed (e.g., Help Me Grow, speech therapists, occupational therapists).
- Maintain warm, respectful, culturally responsive communication.

Documentation & Reporting

- Maintain confidential records of observations, interventions, and communications.
- Prepare reports for internal review and external specialists.
- Ensure documentation aligns with school policies and early childhood regulations.

Environment & Program Support

- Recommend environmental adjustments or materials that support diverse developmental needs.
- Assist with transitions between program levels.
- Support classroom teams in creating inclusive, developmentally responsive environments.

Professional Growth

- Engage in ongoing Montessori and early childhood professional development.
- Stay current on early intervention best practices.
- Provide training or workshops for staff and families as needed.

Qualifications

- Bachelor's degree in Early Childhood Education, Child Development, Special Education, or related field.
- Experience in early intervention, developmental screening, or therapeutic support.
- Strong communication, collaboration, and documentation skills.
- Ability to work sensitively and respectfully with children, families, and staff.

Equal Opportunity Employer

West Side Montessori is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, disability, or any other protected status in accordance with applicable law.

How to Apply:

Please email your resume to JMorris@MontessoriToledo.Org