

2026 - 2027 Job Description - Instructional

Job title	Special Education Lead - Focus Upper Elementary and Middle School
Guided & Supported by:	<i>Upper Elementary and Middle School coordinator</i>
Position Status	<i>Regular Full-Time, exempt, 200 work days (according to the 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. It uses a research-based dual language model with the goal of bilingualism and biliteracy for all students. Academic instruction in Spanish and English prepares students for the future bilingual world.

This role exists for the purpose of

Ensuring the best possible educational outcome for all students

Accountabilities and Expectations

- Providing individualized instruction to children with mild/moderate disabilities and some social-emotional disorders, focusing on 4-8 grade students
- Developing Individualized Education Plans (IEPs) for qualifying students, set personalized and challenging goals
- Reviewing the IEP with the student's parents, school administrators, and Montessori Guides
- Hosting IEP review meetings in Spanish or English, depending on the parents' preference
- Informing parents of their child's progress
- Supporting and collaboratively planning with Montessori Guides to adapt curriculum and teaching techniques to meet the needs of students with disabilities
- Observing and analyzing student work
- Ensuring students receive appropriate accommodations
- Collaborating with the Coordinator on the Torre (MTSS) process to identify appropriate supports for all students
- Coordinating and conducting initial evaluations and identifying students with special needs
- Assessing students with formal and informal assessment tools for progress monitoring, initial, and triennial IEPs
- Maintaining the administration-approved record-keeping system to track student progress
- Providing effective literacy instruction targeted at bilingual literacy development
- Providing effective math instruction targeted at bilingual students
- Providing effective study skills and social/emotional instruction during the Access Skills class
- Investing in families by building and maintaining positive relationships with parents
- Supervising and ensuring student safety
- Submitting student progress reports, IEPs, and other required paperwork on time
- Reviewing other Special Education Leads' paperwork (such as IEPs) for compliance and quality, and providing appropriate feedback
- Completing the submissions process with the Charter School Institute (district) successfully and on time
- Supporting operations with regularly scheduled morning, midday, and/or dismissal duties
- Providing a spirit of hospitality at school gatherings, public events, and family engagement activities

Qualifications/Individual Education and Experience

Required:

- Bachelor's Degree and passing score on required PRAXIS exams
- Colorado Teaching License with Special Education Generalist Endorsement

- Native or native-like fluency in Spanish AND English, ability to provide instruction, communicate with parents, and participate in staff meetings in both languages
- 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:

- Montessori Upper and Lower Elementary Teaching Certificates
- 3+ years working in a Montessori Upper Elementary classroom
- Experience and passion for working with Second Language Learners
- 3+ years working in a 90/10 Dual Language model or with at-risk students

Skills and Abilities/Individual Capacities

- Commitment to Dual Language education and Montessori philosophy
- Solution-oriented; takes the initiative to resolve conflicts
- Demonstrated ability to facilitate and foster collaboration with staff and families
- 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
- Desire to learn and grow as a professional
- Collaborative and open to feedback

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 occasionally climbing on stools. Candidates must be able to navigate stairs and lift up to 20 lbs.

Supports and Guides (Direct Reports)

Special Education Assistant Teacher

Salary

The **full-time starting salary range** for this position is \$53,900 - \$65,000 annually, depending on education and experience.

Application:

To apply, send an email with the subject line: **Special Education Lead - T2-T3** to [hiring@montessoridelmundo.org](mailto: hiring@montessoridelmundo.org) . Include your resume (in English), a cover letter describing why you are interested in the position and what qualities you bring to your work (in Spanish), and your teaching philosophy (1 - 2 pages in the language of your choice).

Approved by:	
Date approved:	January 20, 2026
Reviewed:	January 2026

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