

## Job Name: Educational Assistant I – Primary Classroom

Closing Date: Open until job is filled

Effective Date: January 8, 2018

### Job Description and Requirements:

Responsible for providing assistance to teachers by supervising students, preparing and maintaining the classroom environment, making copies and doing other administrative duties as requested. May assist in supervising bathroom activities and playground time, and administering first aid as needed, with training. Cleaning is a significant part of this job, as is classroom supervision. Each classroom has one lead teacher and two assistants to support him or her. Assistants may spend time working in our childcare program, helping to supervise preschool lunch for approximately 20 children, organize craft projects, help children with their lunch and to prepare for nap. Performs other related duties.

Specific requirements: Able to use a copier and other office equipment (to support the classroom) with training; flexibility; ability to work cooperatively with supervisors and coworkers; maintains a positive attitude; patience and love of children is a necessity; observes all district and school policies and procedures.

Hiring Notes: Interviews will be scheduled by our individual teachers, not other school staff. If you don't receive a call scheduling an interview, please do not call the school. We require that you complete our application form in addition to any other documents you may submit. Applications are available on our website. You may also stop by our school and pick up an application.

Early Childhood Qualification a plus – you'll find this information on the last page of our application form.

Our school is on a Traditional Calendar. Multi-grade / multi-age classroom setting. Available position is with our Preschool aged students and Kindergarteners. Dental and health benefits are NOT available for this position.

Work Day hours: 7:45 – 12:30, Monday – Friday

School Calendar: Traditional

Pay: \$10.00 - \$13.00 depending on level of education and experience.

Please visit [www.dcsmontessori.org](http://www.dcsmontessori.org) to learn more about our school. Visit [www.tinyurl.com/dcsjobs](http://www.tinyurl.com/dcsjobs) to download our Employment Application form (**which is required**). You may also stop by our school and pick up an Employment Application.

Expected start date: Immediate

Send a current resume along with our application form to:

DCS Montessori Charter School  
Attn: HOS – Primary EA  
311 Castle Pines Parkway,  
Castle Pines, CO 80108  
or via fax to: 720-710-9971

DCS Montessori is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, or disability in its programs or activities.