

Job Name: Educational Assistant – Elementary Classroom

Potential Start Date: August 2024

Job Description and Requirements:

Responsible for providing assistance to teachers working with students, clerical tasks, photocopying, faxing and other functions; collaborates with teachers to provide assistance in large and small group instructional support; may assist with grading student papers; mediates student conflicts; supervises students in various school settings; administers first aid with provided training; assists in the maintenance of student records; cleans and maintains classroom environment. Perform all other related duties as directed by supervisor (Lead Classroom Teacher). Monthly attendance at Professional Development meetings is expected, along with other Professional Development opportunities, in order to reach 15 hours of Professional Development per school year.

Specific requirements: High school graduate or equivalent; general computer knowledge; ability to use word processing program; able to use general office equipment with training; some knowledge of child development preferred; 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. Please visit www.dcsmontessori.org to learn more about our school. Visit 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. Please hand deliver, mail or fax your paperwork to us. Emailed applications will be accepted only if they are delivered as one email with one attached file containing all submitted application paperwork. Emails with multiple attachments, or applicants sending multiple emails, will not be accepted.

Our school is on a Traditional Calendar. Multi-grade / multi-age classroom setting. Classrooms are divided into Lower Elementary (1st through 3rd grades) or Upper Elementary (4th through 6th grades).

Work Day hours: 6 hours daily, Monday - Friday

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.