

Job Name: Educational Assistant I – Primary Classroom

Potential Start Date: August 2024

Job Description and Requirements:

Responsible for providing assistance to teachers, copying, cutting papers, etc., and other functions. May assist with grading student papers; mediates student conflicts. Helping children go to the restroom, supervising students, administering first aid with provided training. Primary EAs will help with carpool which entails supporting students' transition in and out of their parents vehicles. CLEANING the classroom and materials is approximately 70% of this job. This is not a teaching position; the job of a Primary Assistant is to follow the instructions of the teacher. You may be required to assist in our childcare program. With other staff you will be helping to supervise preschool lunch for approximately 30 children, organizing craft projects, helping children with their lunch and to prepare for nap. 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; able to use copier 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. 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.

Early Childhood Qualification a plus – you'll find this information at www.tinyurl.com/dcsjobs.

Our school is on a Traditional Calendar, the calendar is available on our website. Multi-grade / multi-age classroom setting. This is with our Preschool aged students and Kindergarteners.

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

School Calendar: Traditional

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.