



**MONTESSORI
SCHOOL OF
FLAGSTAFF**

Special Education Student Aide / Student Support

Terms of employment: 10 month (school year contract), 40 Hours

Benefits: Full time employees are eligible for retirement, medical, and dental benefits.

Pay Range: \$16.80-\$19.00/hour *Depending on experience.*

This is a 35-40 hour/week position

Evaluation: Performance for this position will be evaluated by Special Education Coordinator

Job Summary:

Required Qualifications

**** Current AZ IVP Fingerprint Clearance Card is required upon hire.**

Education

- Minimum High School diploma or equivalent

Experience/Skills

- Demonstrated ability to support children with specific learning and/or behavioral needs
- Communication, organizational, and interpersonal skills
- Demonstrated ability to educate diverse groups of children within a Montessori framework
- Dedication to professional learning

Preferred Qualifications

Education

- Bachelor's Degree in related field
- AZ Paraprofessional Certification

Experience/Skills

- Montessori experience
- Familiarity with Special Education rules, procedures

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, as well as other duties assigned.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Instruction

- Act as an active team member in providing for the well-being, education, and supervision of children throughout the day as directed by the Special Education Director.
- Serve as a 1-on-1 student aide during times assigned; carry out other student support or supervision duties as directed during remaining time.
- Carry out all specific instructions, procedures, and responsibilities as outlined by Special Education Director and classroom lead teacher
- Maintain all certifications and licensing as required by the School and any regulating agencies
- Ensure confidentiality of student records

Collaboration

- Collaborate with Special Education Teacher, classroom teachers, and other support professionals
- Report accidents and concerns immediately to Lead Teacher and/or Site Director
- Actively participate in all level, school, and organization staff meetings and learning opportunities
- Actively participate in family events

Communication

- Effectively communicate with colleagues and families
- Direct family concerns to Special Education Teacher and/or Lead Teacher
- Foster an atmosphere of respect and harmony; emphasize communication, cooperation and global awareness
- Communicate with Site Director when support with students, families, and/or colleagues is needed

Application Process

To apply for this position send the following to HR@FlagMontessori.com:

- Cover letter
- Current resume
- Two letters of recommendation written in the past year