



CORNERSTONE

MONTESSORI ELEMENTARY SCHOOL

1611 Ames Avenue | St. Paul, MN 55106

651-774-5000 Phone

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Cornerstone Montessori Elementary School Job Description

Job Title: Special Education Paraprofessional
Reports To: Classroom Guide, Special Education Teacher, Head of School

SUMMARY

Assist elementary aged students with special needs in a Montessori classroom. Essential functions of the position include assisting with and delivering effective instruction specific to the Individualized Educational Program of students with special needs, specifically fulfilling paraprofessional requirements of the IEP. The qualified candidate will adhere to state and federal guidelines on delivery of instruction and compliance, communicating effectively with students and colleagues.

Essential Duties and Responsibilities

1. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff.
2. Assists the certified staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities.
3. At all times, supports the students in becoming increasingly independent and connected to the classroom community and routines.
4. At all times, support the Lead Guide in the Montessori community in the promotion (among the children receiving services) of Montessori work ethic and freedoms balanced with responsibilities as the Guide has defined them with the children in the community. This is done through direct teaching to the children receiving services and through consistent modeling of the kinds of engagement in the community, expected of all community members.
5. Performs clerical, classroom maintenance, and instructional duties as assigned by the certified staff.
6. Alerts the certified staff to any problem or special information about an individual student.
7. Performs assigned supervision of students during lunch periods, play periods, and on field trips.
8. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
9. Participates in in-service training programs as approved.
10. Maintains safe working environment and encourages colleagues to be safety minded in the performance of all school-related duties.

Other duties may be assigned.

Schedule

You are present for 8.5 hours with a half hour break to be scheduled with your team.

Skills/Qualifications

The qualified candidate will possess a minimum of a high school degree and either an associate degree or at least 60 credits of college education in any field. Preference given to those with further education and knowledge about the Montessori philosophy of education.

Salary

Salary is commensurate with experience. Benefits include health insurance, dental and vision insurance, and retirement contribution.

To Apply

Please send resume and cover letter to Alyssa Schwartz, Head of School,
alyssaschwartz@cornerstone-elementary.org.