

Paraprofessional Position



Job Description: Special Education Paraprofessional	Start Date: Immediately	Salary: \$22/hr.
FLSA Status: Non-Exempt (Full-Time, hourly)	Hours: 7:00am - 3:00pm M-F	Supervisor: Executive Director

Three Rivers Montessori is looking for a full-time **Paraprofessional to support our diverse student body of specialized learners.** We are a public tuition-free elementary school serving K-6th grade students from Elk River and the surrounding communities. We are looking for a dedicated and passionate individual to support our mission of “Empowering students to reach their full potential through authentic Montessori learning.”

This full-time position includes **75% medical and dental benefits** employer paid for the individual, **10 holidays** paid, **75% employer-paid retirement, 100% life insurance, 100% long-term disability**, plus additional optional benefits. In addition, full-time employees accrue one day of PTO per month. Employees are paid twice monthly on the 15th and last day of the month. This hourly position includes holidays and school breaks off; see the [calendar](#) for specific days.

We believe equal opportunity is extremely important and every employee and student is unique in their own way. We strive to create an open, inclusive, and equal environment in which every individual has the opportunity to flourish.

Summary of Position

Three Rivers Montessori’s Paraprofessionals are an instrumental asset to the classroom and student success. To be effective, you will support diverse learners in the classroom to foster their academic success and social inclusion.

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Our team members are passionate about Montessori and providing an authentic experience for their students. We cultivate a culture where we all learn and grow together.

Job Duties

- Provide supervision to students in the K-6 classrooms and special services instruction as needed
- A high level of compassion for students with disabilities is essential
- Support and foster student academic needs, as well as social, emotional, and self-care needs in the classroom settings as assigned.
- Collaborate with other paraprofessionals for the benefit of all students
- Be a motivated self-starter with the ability to handle situations in a calm demeanor
- Assist students with executive functioning and life skills development
- Help students achieve social integration in the general education classroom
- Experience working with students with special needs, particularly in self regulation
- Collaborate with Special Education and General Education teachers as well as related services staff
- Any and all other duties as assigned per the TRM Staff Handbook, evaluation plan, or requested by the supervisor

Minimum Qualifications

- High school diploma/AA degree
- At least one year working with children

Desired Qualifications

- Montessori training and/or experience
- BA with a Short Call Sub License (or willingness to obtain)

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Application Process

Three Rivers Montessori utilizes the online Applicant Tracking System. To apply, please visit: <https://www.applitrack.com/threeriversmontessori/onlineapp/>

Visit <https://threeriversmontessori.org/employment> for application information and open position postings.

Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.