

Educational Assistant Position



Job Description: Educational Assistant	Start Date: April 29th, 2024	Salary: \$20.00/hr
FLSA Status: Non-Exempt (Full-Time, hourly)	Hours: 7:00am - 3:00pm M-F	Supervisor: Director of Teaching and Learning

Three Rivers Montessori is looking for a full-time **Educational Assistant** to serve in our new **Multi Age Classroom for Grades 2-3**. 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. We also offer a generous tuition discount for our private preschool program for full time staff. 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 Educational Assistants are an instrumental asset to the classroom and student success. To be effective, you will need to manage multiple tasks and intuitively problem solve to support students in their academic and behavioral needs while also efficiently managing the functions of the classroom and school.

Educational Assistant Position



Our team members are passionate about Montessori and providing an authentic experience for their students. We advance your abilities by providing on-site and online training with certified Montessori educators. Educational Assistants are essential to our team, and we cultivate a culture where we all learn and grow together.

Job Duties

- Provide academic and behavioral support to students
- Maintain classroom organization
- Monitor students during passing times, recess, and lunch
- Accurately record attendance
- Perform other job related duties as assigned

Minimum Qualifications

- AA degree or higher; or Highly Qualified status as designated by MDE: <https://education.mn.gov/MDE/dse/para/>
- At least one year working with children
- Basic skills in reading, writing, science, and mathematics
- Knowledge of school procedures, practices, and policies
- Must have basic computer skills and ability to use software programs
- Must develop good relationships with students, parents, and staff
- Must relate to students with warmth, friendliness, and understanding
- Ability to remain calm in stressful situations

Desired Qualifications

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

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.