

Children's House Aide Position



Job Description: Children's House Aide, Kindergarten/Preschool	Start Date: August 26th, 2024	Salary: \$18.50/hr
FLSA Status: Non-Exempt (Full-Time, hourly)	Hours: 9:00am - 5:30pm M-F	Supervisor: Director of Teaching and Learning

Three Rivers Montessori is looking for a full-time **Classroom Aide** to serve in our **Children's House Combined Kindergarten and Preschool Classroom**. We are a public tuition-free elementary school and private preschool serving children ages 33 months through age 11 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 paid holidays, 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.

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 Classroom Aides 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 children each day.

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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. Classroom Aides 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 as directed by the lead guide
- Maintain classroom organization
- Monitor students during recess and lunch
- Ensure the classroom environment remains clean and orderly
- Assist children with daily tasks and needs related to growth and development (ie. zipping jackets, tying shoes, packing their bags)
- 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
- Must develop good relationships with students, parents, and staff
- 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/>

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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.