



## **Special Education Student Aide / Student Support**

**Terms of employment:** 10 month (school year contract), 35-40 Hours

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

**Pay Range:** \$17.40-\$23.000/hour *Depending on experience on roll and expereince*  
*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](mailto:HR@FlagMontessori.com):

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