



La Crescent Montessori & STEM School

Minnesota Public Charter School District 4054

1116 South Oak Street

La Crescent, MN 55947

507-895-4054 (Phone), 507-895-4064 (Fax)

Job Description: Educational Support/Accessibility Specialist

This position is an hourly position and may include work as a classroom assistant or paraprofessional as needed. As an Educational or Accessibility Specialist, you will be under the supervision of a classroom teacher and/or a special education teacher as well as the Head of school. Regular work hours are 7:45am to 3:15pm on Monday, Tuesday, Thursday, Friday, and 7:45 am to 2:30 pm on Wednesday, with the addition of monthly staff meetings and other meetings as assigned. Days of employment follow the school calendar plus pre-service and post-service dates as planned. Starting wage: \$16.50/hour.

Institution Description

La Crescent Montessori & STEM School (LMSS) is a Pre-K through 12 charter school located in southeast Minnesota. Our small, family-like atmosphere encourages students to become lifelong learners. LMSS utilizes the Montessori philosophy with an emphasis on STEM subjects. While academia is certainly important, LMSS also recognizes the importance of developing the whole child, which includes their civic duties, their independence, their regard for themselves, others, and the environment, and their passion for future endeavors.

Vision statement of LMSS

To develop self-assured lifelong learners who positively impact the world.

Mission statement of LMSS

To provide authentic Montessori learning environments with integrated STEM education and rigorous academics that foster independence, curiosity, and collaboration.

You will also be expected to:

- Promote a positive school image to the La Crescent community;
- Demonstrate a commitment to excellence in the education of children;
- Practice a pleasant, courteous, and professional manner of speech and behavior in all forms of interaction and communication with all people;
- Take the initiative to foster and maintain constructive relationships and participate in efforts to make things better;
- Actively seek opportunities to help people;
- Assist the classroom director in:
 - Protecting the safety and well-being of children
 - Preparing curriculum materials as directed
 - Care and maintenance of environment:
 - Dusting and refilling supplies
 - Repairing materials as necessary
 - Organizing storage/assisting in inventory
 - Setting up and cleaning up each day
- Supervise children's use of materials as directed;

- Participate in record-keeping, assessment of children, and parent conferences as requested;
- Work effectively with individual and small groups of children;
- Provide direct instruction and/or remedial help as directed by the teacher;
- Use positive language in all interactions;
- Assist with lunch duty, playground supervision and special projects as required;
- Actively participate in all classroom and staff meetings and all parent events during the year;
- Prepare goals and participate in yearly assessment program;
- Foster an atmosphere of respect and harmony; emphasize communication, cooperation, and global awareness;
- Carry out all specific procedures and responsibilities in accordance to policies.
- Other duties as assigned.

Qualifications

All applicants must have a High School Diploma or GED.

Accessibility Specialists/paraprofessionals should also have a two-year degree, 60 college credits, OR willingness to gain ParaPro certification.

Experience with children and work in a Montessori school is preferred.

Must be able to be outdoors for recess, field trips, and participate in outdoor play activities. Must be able to get on and off a school bus. Must be able to sit or stand for long periods of time. Frequent walking, reaching, and bending. Frequent lifting of items weighing 2 to 25 pounds, occasional 25 - 40 pounds. Independent mobility necessary. Must have vision correctable to 20/20 in at least one eye. Hearing acuity necessary to communicate. Motor coordination and dexterity to utilize computer and office machines. Mental capacity and verbal ability to understand written communication and documentation and be able to communicate as needed. Emotional stability and ability to tolerate stressful situations including high demands and expectations, tight deadlines and challenging assignments. Ability to distinguish colors. This employee may also need to:

- Assist the teacher in modifying instruction/materials to best accommodate the student's abilities.
- Communicate effectively with all personnel for all students, including students who have IEP's.
- Ability/willingness to learn technological aspects of the student's education, including communication devices, computers, and specialized programming for the computer.
- Ability to physically lift, diaper, and position student as needed.
- Ability to learn and demonstrate knowledge of different equipment that may be used with a student, such as, but not limited to, a gait trainer or stander. This also includes training in the basic workings of the student's electric wheelchair and the safety issues surrounding that piece of equipment.