



Exceptional Children's Assistant

Mountain City Public Montessori is a tuition-free public Montessori Charter school for children in grades kindergarten through 7th grade in Asheville, North Carolina. Our mission is to provide equitable access to a high-quality, relevant Montessori education to meet the needs of all students and to strengthen our community. An integral part of our mission as an organization is to operate with a lens of diversity, equity, inclusion, and belonging.

Our organizational structure is one of shared leadership that gives our staff the support they need to provide the best learning environment and experience for the students, and allows each individual to focus their attention, energy, and skills on what they do best. Shared leadership enables the school to draw on a larger pool of talent, wisdom, expertise, and experience beyond a single administrator, and nurtures the development of leadership experience and skills within the school, thereby cultivating the next generation of leaders.

Our **Exceptional Children's Assistant** will work closely with one or more students with Individual Education Programs (IEP) under the supervision of a licensed Special Education Teacher and/or Related Service Provider. The EC Assistant will provide assigned student(s) with the physical, educational and/or emotional support they need to gain full access to the school setting.

Requirements:

- High School Diploma
- 2-3 years of experience working with children

The ideal Exceptional Children Assistant would:

- Exhibit a strong personal commitment to the education of children
- Demonstrate a reverence for the potential of each child
- Possess strong interpersonal and organizational skills
- Be a motivated self starter who enjoys challenges, experimentation and growth in a collaborative environment

Responsibilities

- Assist the EC Coordinator in the duties assigned such as assisting students in lessons, providing emotional or behavioral support, and creating and maintaining classroom materials
- Provide individual and group instruction based on EC Coordinator plans
- Actively participate in weekly data meetings, observation/feedback meetings, and other developmental meetings throughout the year.

Skills and Characteristics

- Commitment to Mountain City Public Montessori's mission and vision
- Organizational skills and attention to details
- High aptitude for problem solving, navigating challenging situations, and inspiring collaboration among colleagues
- Ability to remain calm in stressful situations
- Ability to accept differences in people
- Ability to follow a schedule
- Willingness to train with the Montessori Coach in philosophy and materials

Salary and Benefits

Mountain City Public Montessori's compensation philosophy is to pay competitively as compared to the surrounding LEAs to ensure the ability of our staff to live and thrive in our community. The salary for this role is \$30,000 to be paid in a 10 month allotment (or \$20 / hr). Mountain City Public Montessori is committed to internal pay equity throughout our organization. We offer a competitive benefits package with comprehensive health benefits utilizing the state health plan. All staff members are equipped with the tools needed to succeed, including relevant and quality professional development, email, and all necessary supplies.

- Full time staff benefits include:
 - Participate in the North Carolina State Health Insurance Plan
 - Retirement planning with School Match Program
 - Paid time off
 - Priority enrollment for staff children
 - Paid professional development opportunities

Additional Information

Equal Employment Opportunity: Mountain City Public Montessori provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. All your information will be kept confidential according to EEO guidelines.