



Multi Classroom Instructional Assistant

Lower Elementary

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.

The roles of the multi classroom assistant are to serve as reading and math interventionist, observe and record student progress, support procedural autonomy, protect student concentration, and model grace and courtesy. Assistants enable Montessori teachers to focus on instruction without interruption. The Multi Classroom Instructional Assistant will also implement the Whole School Montessori method and the Nautilus Approach to discipline by supporting the overall needs of the school, particularly when students are engaged in activities apart from the classroom work cycle.

Reading/Math Interventionist:

- Provide individual and small group lessons using Montessori curriculum and materials
- Collaborate with the Curriculum Director, the Montessori Coach, and the Classroom teacher to support and monitor effective core reading and math instruction.

- Monitor individual student-centered response to intervention plans and make adjustments as needed.
- Support lead teacher in communicating skills and development progress to families

Responsibilities

- Plans and presents small group and individual lessons
- Documents lessons and observations in shared platform as applicable
- Participate in team meetings, school- wide planning, and professional development
- Meet weekly with the Montessori Coach
- Participate in family communication and meetings as requested by lead teacher
- Responds to colleagues and families within 24 hours M-F
- Ongoing training with the Montessori Coach to learn the Montessori philosophy and materials

Requirements/Qualifications

- High school diploma
- Experience working with children
- Love of learning
- Willingness to train with the Montessori Coach in curriculum and materials

The ideal Instructional Assistant would:

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

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 annually for full time or \$20 / hr for part time. 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.