

# **Classified Job Vacancy MSD of Steuben County 2024-2025**

Any qualified individual interested in the position listed below should complete an application at [msdsteuben.k12.in.us/page/applications](https://msdsteuben.k12.in.us/page/applications)  
If you have a question please contact Schauna Relue at [srelue@msdsc.us](mailto:srelue@msdsc.us) or call 260-665-2854.

## **Pleasant Lake Elementary Montessori Montessori Teaching Assistants Grade K, Grades 1-3 (Ages 6-9), Grades 4-6 (Ages 9-12)**

### **Responsibilities:**

- Supervise children in the classroom, at lunch, outdoors, and during special classes, events, and field trips to ensure the safety and security of children
- Ensure a healthy classroom environment—complete end-of-day and weekly cleaning to maintain appropriate hygiene and cleanliness standards
- Assist students with Montessori works and observe as students work in small groups and individually following the lead teacher's example and direction
- Coordinate instructional activities and special programs with the lead teacher and other staff members
- Work as a team member to assist in the creation of Montessori materials as needed
- Assist with all aspects of establishing and maintaining the smooth running of the Montessori environment
- Supervise and assist in the preparation of snack and food prep works
- Offer your talents to enrich the learning experiences of all children
- Assist with arrival, dismissal, and supervision
- Participate in training for assistants as requested to develop a deep understanding of the Montessori philosophy and curriculum
- Engage as a problem-solving member of the team to continuously improve

- Maintain and encourage a peaceful, positive, respectful work environment and serve as a role model to children
- Other duties as assigned by the lead teacher and principal

**Qualifications:**

- Satisfactory completion of Safe Hiring Solutions, Extended National Criminal History, and Indiana DCS check
- Must complete professional development/training as required
- Complete one of the following:
  - 48 college credit hours
  - A two-year college degree
  - Passed the Para-Pro Assessment (within the first year of employment if a new hire)
  - One year or 1,000 hours of previous employment experience in a school or working with children
  - Child Development Associate (CDA) Credentials
  - Completed MSD required professional development modules/training

Must participate in paid Montessori training for teaching assistants this summer (1-week plus 2-3 planning days) and when offered throughout the year.

Deadline: May 17 or until filled

Salary: \$14.00 per hour

Hours: 32-40 hours per week (based on availability)

Start Date: July 22, 2024, includes summer training