



MONTESSORI
School of Denver

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking enthusiastic and motivated full and part-time **Substitutes** for all program levels.

Job Overview: Substitutes in Montessori environments supervise children, redirect children when needed, maintain the cleanliness and order of the classroom, and support young children in group settings. Substitutes will gain an understanding of the scope and sequence of the Montessori materials, the importance of the environment, the significance of the quality of their interactions with the children, and their role as a valuable aide in assisting teachers.

Hiring preference will be given to applicants who are Group Leader or Assistant Group Leader Qualified. Montessori experience is highly preferred for all program levels. Strong communication skills and the desire to work collaboratively as part of a team are a must. Successful candidates will join a dynamic, supportive, and forward-thinking teaching community of over 80 individuals.

About Our School: MSD provides an engaging, empowering, and sound Montessori educational program for students ages 2-14. Our school is accredited by the Association of Colorado Independent Schools (ACIS), the American Montessori Society (AMS),¹ and the National Association of Independent Schools (NAIS). Founded in 1964, MSD is the oldest Montessori school in the Denver metro area. In 2015, MSD completed a comprehensive multi-million-dollar expansion plan to complement its existing facilities. A new Arts and Athletics Center, enhanced outdoor learning and play environments, a new Toddler Village, updated Middle School space, a thriving Urban Farm and one of a kind Vertical Farm, and a state-of-the-art Science and Innovation Tower were added to provide an exceptional, experiential, educational environment for all of our students.

JOB DESCRIPTION

Classroom Responsibilities

- Be on time and well prepared to greet the children each morning.
- Communicate clearly and accurately with children, conveying expectations and managing student behavior in a positive, respectful, and effective manner.
- Help manage the classroom in such a manner that children are able to concentrate on their work, be competent in their practice, and have confidence in their abilities.
- Involve and direct children as needed, after observation, and provide the opportunity for them to act independently.
- Promote and practice the tenets contained in MSD's mission statement and values.
- Create an emotional climate in the classroom that is warm and comfortable and in which children feel safe and nurtured.
- Support a clear process for resolving difficulties and/or conflict that children use regularly.

¹ Accredited with non-traditional Montessori age grouping at the Elementary II and Secondary levels.

- Create a pleasant, calm, and orderly atmosphere during lunch and stay involved and vigilant on the playground during recess.
- Encourage children to be responsible, self-disciplined, and to accept external authority or redirection.
- Model appropriate and thoughtful behavior and respectful communication at all times. Grace and courtesy are essential components of the Montessori curriculum.
- Assure the safety of each child on and off school grounds.
- Assist in the implementation of the daily programming under the direction of the supervising teacher.

Preparation of the Environment

- Help prepare materials and lessons that meet the needs and interests of the children, are appropriate to their development, and are based on Montessori philosophy and practice, best educational practices, and the development of skills necessary for success in the 21st century.
- Help to prepare and maintain an environment that is well organized, orderly, attractive, and aesthetically pleasing.
- Ensure the classroom is clean and disinfected frequently.
- Be sure classroom materials and supplies are replenished so that children may work independently.
- Substitutes will arrive promptly at their start time to prepare the classroom environment each day.
- Assist in establishing and maintaining a harmonious and joyful classroom.

Professional/Personal Growth

- Gain knowledge of Montessori philosophy, best educational practice, and 21st century skills and their applications in the classroom.
- Be able to engage in honest self-assessment and receive feedback from peers, supervisor, or Program Directors.
- Be willing to improve and assume responsibility for your actions.
- Demonstrate the ability to reason, take multiple perspectives, be creative, take risks, experiment, and solve problems.
- Maintain a professional and positive attitude on campus and at all school related events.

Community Engagement

Colleagues

- Give and receive help from colleagues. Provide active, on-going support for all colleagues and demonstrate strong collaborative skills. Participate positively as a member of the classroom, program, and staff as a whole.
- Deal directly with colleagues in regards to any unresolved issues. Use the MSD Complaint and Conflict Resolution Policy and avoid gossip.

Parents

- Be responsive, respectful, and supportive of parents at all times.

QUALIFICATION REQUIREMENTS:

- High school diploma or equivalent required (Bachelor's degree preferred for Elementary)
- Experience in a classroom environment (preferred)
- Group Leader Qualified (highly preferred)
- Understanding of Montessori Method (recommended)
- Compassionate attitude and a strong understanding of child development
- High-energy and enthusiastic about working in an academic atmosphere
- Professionalism, including attendance, positivity, and a sense of humor

Montessori School of Denver offers an excellent compensation package including paid time off, health, dental, vision, 403(b) with matching and more; wide-ranging opportunities for professional development; and a talented and dedicated staff of teaching professionals and supportive administrators.

Montessori School of Denver does not discriminate on the basis of race, religion, age, sex, sexual orientation, national origin, or disability.

Applicants are invited to visit Montessori School of Denver's website (montessoridenver.org) to learn more about the school and its programs.

To Apply: Complete your application today at <https://montessoridenver.org/employment-opportunities/>. Send completed application and resume to the attention of Lydia Desmarais, Director of Human Resources, by emailing hr@msd-co.org or faxing 303-757-6145. We look forward to hearing from you!