MONTESSORI
School of Denver

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking enthusiastic and motivated full and part-time **Classroom Assistant Teachers** and **After School Staff** to join our Toddler, Primary, and Elementary programs for the 2026-2027 school year.

Job Overview: Assistant Teachers and After School Staff in Montessori environments supervise children, redirect children when needed, maintain the cleanliness and order of the classroom, and support young children in group settings. Assistant Teachers 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 for Toddler and Primary Assistant Teachers positions who are Group Leader or Assistant Group Leader Qualified; applicants for Elementary Assistant Teacher positions must possess a Bachelor's degree. 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.

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 National Association of Independent Schools (NAIS), and the American Montessori Society (AMS)[1]. 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.

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

- 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.
- 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.
- Support the recordkeeping 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.
- Assistants 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.
- Set realistic and meaningful annual goals and successfully accomplish them.
- 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

- Discuss curriculum, classroom management, and educational philosophy with team peers and share expertise, welcome new ideas, and demonstrate the ability to be flexible.
- 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.

- Be respectful of community agreements such as being prompt to meetings and fulfilling responsibilities.

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

Reports to: Director of Early Childhood Education or Director of Elementary Education for Assistants; Director of Auxiliary Programming for After School Staff
Department: Education
Supervises: N/A
FLSA Status: Nonexempt[2], Number of Days Paid – 186 for Assistants
Compensation: $22.15 per hour for Assistants; $22.15 per hour for After School Staff

Montessori School of Denver offers an excellent compensation package for employees working 25+ hours/week 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. Successful candidates will join a dynamic, supportive, and forward-thinking teaching community of over 90 individuals.

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: Please complete our application and upload your resume here. We look forward to hearing from you!

[2] *Nonexempt employees are eligible for paid overtime over 40 hours per pay week. However, a nonexempt employee may not work overtime without supervisor permission. A nonexempt employee may only work the hours that they are scheduled to work.*