



Dedicated Special Education Aide/Instructional Aide Job Description

Shining Stars Montessori Academy Public Charter School's mission is to offer a quality Montessori education infused with culturally inclusive principles to guide children to develop to their fullest potential.

Summary of Functions: The Dedicated Aide/Instructional Aids will support the Shining Stars Montessori Academy PCS mission by assisting the Academic Support & Clinical Services Team, and Lead Guide with ensuring inclusion and educational consistency for a identified child(ren) throughout the school day.

Key Accountability Areas:

- Provides individual instructional support for a child/children with Individualized Educational Plans (IEP) using intensive, research-based strategies under the direct supervision of the Lead Guide teacher (Guide) and Learning Specialist ;
- Provides individualized behavioral supports to improve children's achievement of individual academic and behavioral goals in support of the child's IEP goals;
- Keeps other members of the Montessori classroom teaching team informed of progress and challenges regarding the student;
- Works with the teaching team to ensure the classroom contains sufficient supplies and materials for individualized instructional supports;
- Assist the child with personal hygiene, meals and other daily indoor and outdoor activities;
- Actively participates in professional development opportunities provided and seeks out additional professional development;
- Maintains confidentiality and treats all information about children and their families in strictest confidence

Key Competencies:

- Familiarity and fulfills the standards of professionalism including appropriate dress, attendance and timeliness
- Strong communication skills in order to ensure effective, positive interactions with their teaching team, other staff, parents and children.

“The real preparation for education is the study of one's self. The training of the Director/Directress who is to help life is something far more than the learning of ideas. It includes the training of character, it is a preparation of the spirit.”
Maria Montessori



SHINING STARS
MONTESSORI ACADEMY
— PUBLIC CHARTER SCHOOL —

Qualifications:

- AA in education and/or child developed required; BA in early education preferred
- Demonstrated prior experience working with children ages 3-12 years of age in an academic setting
- Ability to work as a collaborative member of a high performing public charter school learning community of Montessori teachers, students, staff and parents.
- Prior or demonstrated experience working with children with exceptional needs preferred.
- A sense of humor and love of children.
- A team player

Reports to: Director of Academic Support & Clinical Services

To apply for this position, please go to www.shiningstarspcs.org and click on Career. Please complete the application, and then also send a cover letter and resume to careers@shiningstarsdc.org. Put the position title in the 'Subject' line.

Shining Stars Montessori Academy Public Charter School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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