

Status: Full-time (Exempt)

Job Title: Elementary Assistant

Pay Range: \$21.36 - 23.50 (Depends on Experience)

Full Time: 181 working days beginning August 1 and ending July 31

Location: In-person instruction at Montessori Peaks Academy campus in Littleton, CO

Hours: Monday-Friday, 7:30 a.m. - 3:30 p.m., Daily w/ ½ hour lunch

Supervisor: Lead Teacher, Principal

Position Summary

Montessori Peaks Academy (MPA) seeks an Elementary Assistant (1st-3rd grades or 4th-6th grades) for the 2025-2026 school year. Under the general direction of the Lead Guide, the ideal candidate will provide support to an Elementary classroom. The Elementary Assistant will support the Lead Guide in challenging each child to reach his/her fullest potential academically, emotionally, and physically in a prepared Montessori environment.

Overview

Montessori Peaks Academy (MPA) was Jefferson County's first Montessori Charter School, opening its doors in September 1997. Montessori Peaks Academy (MPA) offers programs for children from preschool (age 3) through 8th grade. Kindergarten through 8th grades are tuition free. Preschool (ages 3 and 4) is a tuition-based program. MPA also offers a one-day per-week HomeSchool enrichment program for grades K- 8.

MPA strives to be an educational journey, preparing each child to uniquely contribute to our shared community. Montessori philosophy and methodology is based on the education of the whole child. This not only includes cognitive and academic development, but also concentrates on the emotional, physical and social development of the child. Honoring the individual child is one of the main guiding principles of the school and its curriculum.

Outdoor education is a strong component of our Montessori environment. The school sits on 8.5 acres of land and features multiple gardens, a natural watershed, a bee habitat and pollinator space, as well as many other opportunities for children to grow and learn outdoors.

There is a Montessori-trained lead teacher and assistant teacher in each classroom, allowing for small student to teacher ratios. MPA offers Music, Art and Physical Education as part of our curriculum for each classroom, kindergarten through 6th grade.

Qualifications

- High school diploma or G.E.D.
- Previous experience in a school setting is preferred.

- CPR and First Aid certifications highly recommended.
- Basic language, math and writing skills.
- Knowledge of computers and general office equipment preferred.

Essential Duties & Responsibilities

Professional Responsibilities

- Communicates effectively with the lead teacher, primary coordinator, principal, and other staff. Check Jeffco email daily.
- Interacts appropriately with parents and guardians, reserving all behavioral and educational progress reporting to the lead teacher.
- Maintains prompt daily attendance as prescribed in the Employee Guidelines.
- Works productively with the lead teacher and responds positively to direction, requests and changes.
- Participates in staff development and staff meetings.
- Makes time available to do planning with the lead teacher.
- Maintains current educational requirements and up-to-date personnel documents for the school and Child Care Licensing.

Academic Responsibilities

- Assists with the maintenance of the learning materials and the classroom environment, including the set-up, cleaning, refilling activities and papers, and packing up of the classroom. This would include photocopying.
- Assists the lead teacher with lessons and follow-up activities.
- Provides support for individual students with independent work.
- Works as assigned to organize documents for student information and field trips.

Supervision and Discipline

- Supervises students as assigned including lunch and playground with attention to student safety.
- Helps to implement discipline within the classroom as directed by the lead teacher.
- Assists the lead teacher to provide structure that enhances student independence.

Physical Requirements and Work Environment

The Elementary Assistant can expect to regularly:

- Use hands and arms to reach, to talk and hear, to walk, stand, and sit, to climb, balance, stoop, kneel, or crouch.

- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

MPA will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity or status as a veteran. The policy applies to all areas of employment, including but not limited to recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

Inquiries regarding nondiscrimination policies should first be directed to the MPA Board of Directors' designated representative. Further inquiries may be directed to: The Executive Director of Employee Relations, Jefferson County Public Schools, 1829 Denver West Drive, Building #27, P.O. Box 4401, Golden, CO 8401-0001.

To apply

The school offers competitive salary and benefits. Please send a cover letter and resume to jen.webb@jeffco.k12.co.us with the subject line of "Elementary Assistant - your last name." No phone calls please.

About Littleton, Colorado

Whether you're looking to go on an outdoor adventure, spend some time shopping or sit back and enjoy a beautiful view, the City of Littleton has it all. Founded in 1890 after 245 residents voted to incorporate the town, the 13-square-mile city is now home to more than 44,000 people. Littleton has top-ranked schools, higher education and more than 2,000 diverse businesses. Littleton embodies a strong sense of community through its historic downtown, active trail system and numerous community events. There are more than 59 parks and open spaces. Two light rail stations offer easy access to Downtown Denver, or explore the Rockies within 30 minutes.