



# Casa Esperanza Montessori

a dual-language charter school and preschool community

## Job Description

### Montessori Paraprofessional

*The Casa Esperanza Montessori Charter School does not discriminate because of race, color, religion, age, sex, national origin, marital status, sexual preference, or disability.*

The Montessori classroom Paraprofessional assists the classroom Director/Directress in directing the children's activities academically, emotionally, ethically, and physically in a prepared Montessori environment, in accordance with Montessori philosophy and CEMCS policies. A wide variety of tasks are performed to support the teacher in the teaching-learning process for students. The work is directed by specific instructions, precedents and established policy. Problems are solved through the exercise of judgment in selecting the best course of action to be taken. The work is performed under the limited supervision of the teacher and/or Head of School.

#### Basic Qualifications

1. CEMCS paraprofessional teachers meet minimum North Carolina Department of Public Instruction teacher requirements for Title I Paraprofessionals. At a minimum, these requirements include:
  - complete at least two years of college; or
  - obtain at least an associate's degree; or
  - otherwise meet a rigorous standard of quality, and can demonstrate knowledge of and ability to assist in the instruction of reading, writing and mathematics through a formal state or local academic assessment.
  - communicate clearly in both written and spoken English
2. CEMCS paraprofessional teachers complete Montessori paraprofessional training for the professional assignment they hold, or commit to completing such training within 10 months of their date of employment
3. All faculty meet school and state health requirements, including TB test, immunizations and physical exam requirements prior to their first day of employment.
4. All faculty must submit necessary documents to complete personnel file, including complete application, three references, copies of diplomas, official transcripts, proof of legal residency and work status, and state and federal criminal background check results.
5. All faculty members will willingly work towards both written and spoken Spanish and English fluency.
6. All faculty members shall maintain the confidentiality of student information.
7. *Desired* – Bachelor's Degree

#### Professional Duties to COLLEAGUES

Adults will consciously work to develop close, trusting, and effective relationships with colleagues, encouraging them to bond with the larger school community. All paraprofessionals shall maintain a mature, professional relationship with the faculty and support staff at CEMCS.

1. Classroom paraprofessionals set aside time daily to share questions and observations with daily classroom colleagues
2. Classroom paraprofessionals work willingly with colleagues on a variety of tasks which may include the following: operate audiovisual equipment and common office machines, make learning materials, solve independently most minor problems, follow minimally detailed written and oral instructions without constant supervision, record and store data accurately, duplicate materials, reorganize materials at the end of day, serve as proctor during testing, attend workshops, score student papers as instructed by teacher, distribute and collect instructional materials, check and report attendance, record student behavior, file data according to regulatory requirements, participate in student/parent/faculty conferences upon request.

## **Professional Duties to CHILDREN and FAMILIES**

1. **Safety:** A paraprofessional teacher is responsible for the safety and physical well-being of all children placed in his or her charge until each child has been dismissed to a responsible adult.
  - No child should ever be left unsupervised either inside or outside the classroom. Classroom ratios should be maintained at all times, both indoors and out.
  - Each faculty member's chief responsibility is to his or her students. He or she is expected to place the students' interests first above other personal and professional considerations.
  - Employees refer children who need to take medication to the school business office. One of the administrators must verify that the school has received the parent's written permission to administer medication.
  - A paraprofessional teacher shall maintain current, accurate attendance records. Teachers shall also maintain an environment that meets or exceeds State health, fire, and childcare requirements, when applicable.
  - Paraprofessional teachers shall train and supervise children in the execution of fire, severe weather, crisis and general safety drills. Routines are to be clearly established and, when appropriate, the building exited with dispatch and order.
  - All faculty shall prepare a detailed accident, incident, or discipline report in the event of an accident, incident, or disciplinary matter, documenting the details of what took place. Faculty shall take responsibility for providing copies of initial report to school office and parent on the date of the original event. After parent has signed and returned original copy, signed original copy shall be forwarded to the school office.
  
2. **Discipline:** A paraprofessional teacher is responsible for the conduct of students in his or her Montessori classroom, including the maintenance of discipline.
  - Community Discipline: Faculty model for conduct for all students within the CEMCS community, including the maintenance of discipline.
  - All children, parents and faculty members must always be treated with respect. Corporal punishment, the threat of corporal punishment, sarcasm, intimidation, or humiliation may never be used at CEMCS. Paraprofessional teachers should report the existence of any disciplinary problems promptly to the lead classroom teacher
  - Following CEMCS's policies and procedures for student evaluation and record keeping, a paraprofessional teacher shall meet all due dates as required. This responsibility includes the administration of standardized tests.
  - During the year, paraprofessional teachers shall assist teachers with submitting accurate student records as requested by the Head of School.
  
3. **Educational Practices:** Paraprofessional teachers shall endeavor to impart information on the child's level of comprehension. As role models for children, paraprofessionals shall also apply impartially and consistently proper methods of recognition, reward and natural consequences. When requested by the lead teacher, teaching paraprofessionals might also provide to both typically developing and exceptional children: academic assistance, give group instruction as prescribed by teacher, monitor children inside and outside of the classroom, attend field trips and monitor and chaperone children on field trips, provide individualized instruction, demonstrate various instructional activities, monitor work assigned by teacher, checks and correct students' work while in progress, keep students on task, praise and reinforce achievement of students, report student progress to teacher, occasionally serve as substitute teacher, and arrange classroom and school furnishings and equipment.
  
4. **Parent Communication:** All paraprofessionals will respond to parent questions and concerns in a timely way characterized by mutual respect and good will. Paraprofessionals shall also inform their teaching partners in a timely manner of concerns parents have expressed.
  - Paraprofessional teachers help prepare and send home a weekly communication folder which includes school office communications, student work, and the student's weekly work plan.

5. **Plan for Positive Parent/School Relationship:** CEMCS educators consciously work to develop close, trusting, and effective relationships with parents, encouraging them to bond with both the class and the larger school community.
- Paraprofessionals shall assist teachers in presenting a group overview of the objectives and nature of Montessori education and curriculum for children of the age range found within the class.
  - There shall be included a plan for opportunities to develop and nurture a close bond with both the class and the overall school. Once approved by the Head of School, the faculty will implement their plans for parent relations over the school year.
  - Paraprofessional teachers maintain a mature, professional, respectful parent-teacher-child relationship which recognizes the different roles of adult and child.

### **Professional Duties to INSTITUTION and PROFESSION**

Paraprofessional teachers report to the Head of School and work directly with the classroom teacher on all classroom and school related matters, including annual classroom and staff evaluations. Paraprofessional teachers shall also adhere to paraprofessional standards

1. Paraprofessional teachers shall collaborate with faculty members in the design and implementation of curriculum within the context of the school's overall program and Mission.
2. Faculty members are self-aware, self-evaluating, and self-monitoring in identifying and solving student, curricular, and school issues. Adults will notify the Head of School immediately of personal or professional difficulties with children, parents, or staff.
3. Paraprofessionals complete the evaluation process with their supervising teacher on time and follow through on meeting annual objectives.
4. The professional school day core hours and the total hours per week are as per the Employment Compensation Package Summary (Exhibit A of the employment contract). Exceptions to these hours include full faculty meeting days, when the employee is expected to be in attendance until 4:15pm.
5. The day ends when the last child under the paraprofessional teacher's care has been dismissed to another responsible adult, and upon completion of other professional responsibilities, which may include, but not be limited to, professional development time; faculty, level, or classroom planning meetings; or after-school conferences with parents and/or administrators.
6. Professional days: Faculty members shall be in attendance at school on all protected work days from 8:00 am to 4:00 pm and shall participate in professional activities designated by the Head of School, which may include workshops, curriculum development, retreats, meetings, grade reporting, planning, and other professional pursuits.
7. Professional meetings: Faculty members are expected to attend all pre-announced faculty meetings and professional sessions, including:
  - Full Faculty meetings, from 3:30-4:15pm
  - Level meetings
  - Department meetings
  - Committee meetings
  - Evening parent meetings
8. Paraprofessional teachers attend and assist with scheduled school and CEMCS's Parent Teacher Association (PTA) sponsored social functions held occasionally at night or on weekends, with a maximum of one per month.
9. Faculty assist with extra-curricular activities held during the school day.
10. Faculty shall participate in the admissions process, speaking from time to time with prospective families--at the request of the Head of School--and assisting with the screening of visiting students.

11. Faculty members initiate her/his own professional development, seeking out conferences, courses, and other opportunities to learn. This includes meeting state licensure requirements and maintaining current state licensure in the area of one's specific teaching assignment.
12. Policy on Paid Leave: The School will allow the Paraprofessional teacher with one to three years of service to accrue 2 hours of personal time with pay, for every 40 hours worked. (Up to 10 days of personal or sick leave with pay per academic year.) Forty hours of which may be carried forward if unused in part or whole by year's end. Faculty with more than three years of service will accrue 3 hours of personal time with pay for every 40 hours worked. (Up to 15 days per academic year.) A limit of twenty (20) leave days may be used in any one school year. Personal leave must be scheduled and approved in writing by the Head of School. These days of leave are NOT convertible to salary upon separation from the school.
13. Faculty members arrange for substitutes according to school policy and procedure when they take sick leave or personal leave.
14. All faculty members maintain a mature professional relationship with the faculty, administration and staff, voicing concerns directly to the parties involved in a responsible manner and treating one another with respect at all times.

### **OWNERSHIP OF MATERIALS**

Casa Esperanza Montessori recognizes that many of the materials for the Montessori classroom are made by hand. The following information is provided to assist with establishing ownership:

1. **School-owned materials:** All materials purchased by Casa Esperanza Montessori remain school property. This includes items purchased with instructional supply funds. All donated materials are the property of Casa Esperanza Montessori. Any materials donated to the teacher as a gift for his/her classroom are to remain the property of Casa Esperanza Montessori.
2. **Teacher-directed materials:** These include materials that have been researched and directed by the teacher but typed, cut, traced or otherwise assembled by parents or classroom assistants. The school has provided the raw supplies for these materials. These materials are thus considered the property of Casa Esperanza Montessori. When leaving the school, the teachers should have the benefit of his/her special research and the time invested in these directed materials. Therefore, the teacher may, within the first two months of contract termination, duplicate these research materials, or, if it is unable to be duplicated, the teacher may purchase the material from Casa Esperanza Montessori at a mutually agreed-upon price. Also, papers and projects developed for Casa Esperanza Montessori-sponsored presentations become part of the school's resource file.
3. **Teacher-owned materials:** These are materials for which the teacher has provided the raw materials (such as paper, pictures, master or teacher book from which the material is made), and assembled them without the use of any parent or assistant labor. Whenever possible, teachers should purchase their own supplies if their intent is to keep these materials. When such materials are used in the classroom, laminating costs are not charged. Teacher-owned materials are to be labeled with the teacher's name or included on the teacher's personal inventory. When the staff member leaves Casa Esperanza Montessori, the school may opt to purchase these materials from the teacher at a mutually agreed-upon price.

### **Professional Duties to ENVIRONMENT**

1. Paraprofessional teachers maintain a neat, well organized, and attractive learning environment and keep materials in good condition. In keeping with Montessori philosophy and practice, children assist in maintaining the environment.

2. Classroom professionals assess the needs of the class and prepare timely requests for materials, furnishings, and supplies within the framework of CEMCS's budgeting process.
3. Paraprofessionals shall assist with updating a copy of the class inventory of all equipment, furnishings, and consumable supplies assigned to his or her learning environment. The inventory will be given to the teacher in July to verify and sign, kept in the school office, returned to the teacher in May to be updated, and resubmitted to the Head one week before the last day children are in regular attendance at school.
4. Before leaving school at year's end, classroom teachers and paraprofessionals completely pack up and prepare the learning environment for summer storage. The School will provide such packing materials as are necessary to accomplish this task by the start of the last week of school, at which point the classroom faculty may begin to pack up the classroom.

*"The real preparation for education is the study of one's self. The training of the Directress/Director 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."*

--Dr. Maria Montessori

Rev 04/09



## OUR MISSION

Casa Esperanza Montessori, a public charter school and private preschool, uses Montessori philosophy and pedagogy in an English-Spanish dual-language environment.

The Casa Esperanza community of families, educators and dedicated volunteers actively fosters enthusiasm for learning, independence, individual academic progress, cultural awareness and social and emotional well-being.

## OUR VISION

**To accomplish these goals, the Casa Esperanza Montessori community will:**

- ◆ Respect the child's work of self-construction by providing child-centered, adult-facilitated Montessori education
- ◆ Commit to the academic success of Hispanic children through bilingual faculty members and instruction
- ◆ Create and maintain beautifully ordered Montessori indoor and outdoor environments which encourage the organic, affective, intellectual, and character development of children
- ◆ Encourage school-wide integration through regularly-scheduled activities designed to model nurturing, careful consideration of children of all age ranges and abilities
- ◆ Assist and encourage parents and families to be students of their Montessori child's development through family education, home visits, and family participation in cultivating the school community
- ◆ Foster joyful, cooperative, multicultural relationships amongst children, families, school faculty and the local community, through sponsoring community service, coordinating Montessori excursions, and inviting community participation in the life of the Montessori school

**CODE OF ETHICS OF THE AMERICAN MONTESSORI SOCIETY**  
ADOPTED BY THE AMS BOARD OF DIRECTORS, OCTOBER, 1969. EXPANDED, 1975

As **American Montessori Society** Members, we pledge to conduct ourselves professionally and personally in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the rights of each child to have the freedom and opportunity to develop his full potential.

**PRINCIPLE I - Commitment to the Student**

In fulfillment of the obligation to the children, the educator:

1. Shall encourage independent action in the pursuit of learning
2. Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin
3. Shall protect the health and safety of students
4. Shall honor professional commitments, maintain obligations, and contracts while never soliciting nor involving students or their parents in schemes for commercial gain.
5. Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

**PRINCIPLE II - Commitment to the Public**

The Montessori educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator:

1. Shall support his professional society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution to distinguish his private views from the official position of the Society.
2. Shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

**PRINCIPLE III - Commitment to the Profession**

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator:

1. Shall extend just and equitable treatment to all members of the Montessori education profession
2. Shall represent his own professional qualification with clarity and true intent
3. Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications.
4. Shall use honest and effective methods of administering his duties, use of time and conducting business.