



Element Education Inc.

Dehesa Charter School | Community Montessori Charter School

Educational Facilitator/ Teacher (Carlsbad; English/History Credential)

The Educational Facilitator (EF) is a certificated, exempt position with Community Montessori Charter School (CMCS) which is operated by Element Education, Inc. The EF reports to the Regional Manager and School Director. The primary responsibility of the EF is to provide support and guidance to parents in the Montessori philosophy and facilitate student learning which includes, but is not limited to, assessing, developing, planning, organizing, and monitoring a comprehensive educational plan for the desired success of each student.

Essential Functions

Support Student Learning

1. Collaborate with parents and students on goals, objectives, and assignments which integrate state standards with student interests and talents
2. Collaborate with parents and students on methods of study which best fit students' learning styles and academic needs while offering opportunities for mastery, autonomy, and a sense of purpose
3. Collaborate with parents and students on preparing the learning environment in accordance with students' learning styles and school's philosophy
4. Provide appropriate learning resources needed to complete assignments related to Personalized Plan and Record (PPR) in a timely manner
5. Assess regularly for academic growth and planning
6. Communicate academic assessment to parents and student through regular reports and semester report cards
7. Monitor Individualized Education Plan (IEP) goals and objectives
8. Meet with student and parent as needed, at least the minimum required by the school, to discuss progress made on learning plan
9. Assist parent and student in maintenance of learning portfolio
10. Collaborate with specialized instructors as needed to meet the needs of all students

Public Relations

1. Develop positive relationships with parents and general public associated with the organization
2. Communicate and support the school's mission, policies, and procedures
3. Communicate school highlights and activities to parents
4. Recruit students as necessary
5. Seek opportunities for parents and students to connect with and support each other
6. Represent Element Education and its programs in a positive and professional manner

Accountability

1. Maintain student records in accordance with school policies and procedures
2. Manage school resources in accordance with school policies and procedures
3. Attend all required meetings and trainings
4. Support students in preparation for and completion of state standardized tests

Professional and Organizational Development

1. Read a minimum of two books from required/recommended reading lists annually



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2. Seek innovative approaches to self-directed learning
 3. Practice reflective observation regularly
 4. Attend staff and planning meetings and workshops
 5. In collaboration with Regional Manager and School Director, plan for own career growth and ongoing professional development
- Other duties as assigned
 - Maintain a maximum roster of thirty-two (32) students, adjusted for adjunct duties

Knowledge, Skills, & Abilities

1. Deep-rooted understanding and practice of the Montessori philosophy; Montessori Training may be provided
2. Understanding of Personalized Learning Model
3. Strategic and independent thinking
4. Clear, concise, and mature communication both orally and in writing
5. Self-motivated, well-organized, able to handle multiple tasks, and prioritize and meet deadlines
6. Establish and maintain effective relationships
7. Considerable knowledge of computers and all aspects of Microsoft Office

Requirements

1. Possess a bachelor's degree from an accredited university
2. Possess a current, clear or preliminary, multiple or single subject, California teaching credential. Candidate with a preliminary credential will be required to participate in a teacher induction program after offer of employment is made. Candidate without a teaching credential may be considered with an agreement that candidate will participate in an intern credential program the first two years of employment.
3. Possess or will obtain Montessori certification within first year of employment; Montessori training may be provided
4. Phone, internet, and scanner for school business
5. Reliable vehicle and 100/300 auto insurance coverage
6. First Aid/CPR/AED certification
7. Proof that employee is free of active tuberculosis (i.e. TB risk assessment, TB test, X-ray, etc.)

Salary: \$46,316-\$89,519

Benefits: Comprehensive benefits package; STRS; school holidays

Work Schedule: 11 months

FLSA Classification: Exempt

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to read, speak, see, and hear well enough to communicate by telephone, electronically, in person, and in the classroom. Employee must also regularly be able to write, file, type, and operate a computer, telephone, general office



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equipment, and classroom equipment. While in the classroom, the employee is also regularly required to extend arm with upper extremities to write on white board which may require neck rotation to look back at the class. The employee is frequently required to stand and walk throughout the classroom while maneuvering in tight spaces as well as frequently kneel, stoop, or crouch when working with classroom equipment, helping students, etc. A moderate amount of work is completed on electronic mobile and desktop devices. The employee will occasionally sit for an extended period of time which is done at a desk with forward bending from the waist, leaning on forearms, and looking down which requires neck flexion. It is necessary to grasp and manipulate pens, markers, scissors, staplers, etc., occasionally or frequently, depending on the day. Employee might occasionally move materials and classroom furniture to manipulate the classroom layout and be able to lift and carry up to 25 lbs. The employee must have reliable transportation and occasionally be able to drive to the main office in Escondido for staff meetings, parent meetings, meeting with students, etc.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, and dust. Noise level is moderate to loud.

EEl is an Equal Opportunity Employer.

Submit Application Online at:

<https://www.edjoin.org/Home/JobPosting/1023710>