

## Xavier University Montessori Lab School

**Job Title:** Support Specialist, Xavier Montessori Lab School

**Job Description:**

Xavier University is currently seeking a Montessori Support Specialist for the Montessori Laboratory School. This is a temporary position working 25 hours per week. The Montessori Support Specialist is responsible for designing customized and individualized learning experiences for mixed age classrooms founded in Montessori philosophy. This approach is designed to accommodate the distinct needs and characteristics of all learners and aligns with the best practices of Montessori pedagogy.

**Responsibilities:**

- Collaboration with Early Childhood, Lower Elementary, Upper Elementary, and Middle School Head and Assistant Teachers, related service providers, and parents to create, implement, and update individualized learning plans.
- Providing tiered support in the areas of English Language Arts, Mathematics, and/or behavior.
- Performing consultations with relevant parties to address students' academic, behavioral, and social needs.
- Utilizing appropriate assessment, data collection and progress monitoring methods to evaluate both academic and social performance, as well as to develop, communicate and document instruction, progress, and goals.
- Completing all required reports and record keeping in accordance with district and state mandated timelines and deadlines.
- The ability to demonstrate a thorough knowledge of Montessori philosophy and material efficacy, curriculum development, observation/record keeping systems and communication skills, including parent and University communication.

**Required Qualifications:**

- State of Ohio Intervention Specialist Mild/Moderate Need (K-12), State of Ohio Intervention Specialist Moderate/Intensive Need (K-12) teaching licenses with the endorsement areas of Reading, Mathematics Specialist (K-12)
- Bachelor's degree
- Minimum three years teaching experience in a Montessori classroom
- The ability to design effective programs for diverse learners
- The ability to work with diverse groups
- Candidates should be able to use Power Point, Microsoft Word, digital database systems and digital recordkeeping
- Strong communication skills, both written and verbal
- The willingness to complete additional professional development and trainings in the area of specialized instruction
- Additionally, the following credentials are preferred:
  1. American Montessori Society Elementary or Secondary Credential
  2. Masters of Education in Special Education

To ensure consideration, qualified/interested applicants must submit a cover letter, resume and the names and contact information of three professional references on Xavier University's website at <https://jobs.silkroad.com/Xavier/apply/jobs/3161>. Candidates are asked to include with their cover letter a brief statement on how they might support/contribute to Xavier's commitment to diversity and inclusion.

Applications will be reviewed immediately and accepted until the position closes at the University's discretion.

We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our mission. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Xavier University is an Equal Opportunity Employer.