



## **Internships, Externships, Paraprofessional**

The Alexander Graham Bell Montessori School is accredited and is the modern embodiment and mindful practice of the time-proven Montessori philosophy, developing agile thinkers, poised communicators, and gracious collaborators—engineers of authentic and fulfilling lives. In the spirit of Montessori education, all children are treated with dignity and respect. Care for ourselves, care for others and compassionate activism are the touchstones of belief at AGBMS. We deliver exemplary education for children ages 6 weeks through 15 years of age, including those who are deaf or hard of hearing. We do this by enabling children with a wide range of gifts and needs to reach their highest potential academically, socially, and emotionally while also cultivating in them an appreciation for diversity and respect for the world in which we live.

### **POSITION SUMMARY**

This position provides support to the instructional program with specific responsibility for assisting in the supervision, care, and instruction of students with who are in grades Pre-K – 12. Assisting in implementing plans for instruction, monitoring student academics and behavior, and providing information to appropriate school personnel.

- Communicates with supervising instructional staff for the purpose of communicating progress and implementing objectives.
- Learns to use and become proficient of the use of cued speech.
- Provides instruction to students in a variety of individual and group activities for the purpose of reinforcing instructional objectives.
- Attends any problem-solving meetings and provides input as to the students' progress for the purpose of maintaining a whole student approach to her/his education.
- Collects data on the student's learning goals for the purpose of maintaining accurate record and engaging in data-driven decision making.

### **Skills Necessary**

- Ability to demonstrate regular attendance and punctuality
- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to work well with all levels of internal management, staff, students as well as parents/guardians as needed
- Ability to work effectively as part of a team and with frequent interruptions
- Ability to set work priorities, take initiative, and work efficiently under minimum supervision
- Ability to communicate clearly and concisely, both orally and in writing with the use of proper grammar and punctuation
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and parents/guardians
- Ability to communicate with diverse groups of children and adults