

Position Opening – Educational Aide
School Year: 2026-2027
Rocky Mountain Academy of Evergreen

Job Title: Full or Part Time Educational Aide

Make an impact at Rocky Mountain Academy of Evergreen!

Our amazing community offers small class sizes, great students, fun staff, engaged families, a professional Board and helpful community partners. As a public charter school in Jeffco, RMAE enjoys the flexibility to be innovative and self-governing. If you enjoy collaboration and an inclusive environment, RMAE is the place for you!

Visit www.RMAE.org to learn more about our unique culture.

SUMMARY: Provides support services to students and teachers in a school setting.

If you have the following abilities, we would love to hear from you:

- Assist teachers with lesson implementation
- Assist teachers with classroom responsibilities
- Reinforce skills and lessons by reviewing material with students in small groups
- Provide student academic support
- Supervise students during lunch and recess
- Assume responsibility for tasks under the direct supervision of certified teachers with a high degree of independent judgment
- Support students in following behavior expectations
- Perform other duties as assigned.
- Willingness to apply for a Substitute Teacher License (through CDE) is preferred
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Schedule is during school hours: M-F 7:30 AM – 3:00 PM

Qualifications and Experience:

- EDUCATION AND TRAINING: High school diploma/GED required.
- EXPERIENCE: Previous experience in a school setting preferred.
- SKILLS, KNOWLEDGE, & EQUIPMENT: Requires basic language, math, writing, computer, and filing skills.
- CERTIFICATES, LICENSES, & REGISTRATIONS: None required, but additional compensation for SUB license.
- PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation & Benefits

- Compensation range \$20.00-22.10 per hour
- PERA (Public Employees' Retirement Association of Colorado)
- Life Insurance
- Paid Time off

To apply, please submit the following to jjohnson@rmae.org:

- letter of interest
- current resume
- three professional references

Equal Employment Opportunity

Rocky Mountain Academy of Evergreen does not discriminate on the basis of disability, race, color, creed, religion, national origin, age, sexual orientation, marital status, political affiliation, pregnancy, sex, disability.