



Lead Teacher Early Childhood Class

Ages 3-6 Years

The lead teacher is responsible for designing and implementing daily curriculum and schedules while working with the assistant teacher to provide a stable, gentle, safe Montessori environment. The teacher will present lessons in the Montessori materials and will oversee appropriate socialization and interaction. The lead teacher will communicate with parents, administration, and staff regarding daily, monthly, and yearly activities. The lead teacher needs to have a love of the young child and meet the physical demands of working with the young child.

Work Hours: 8:30 am – 4:00 pm, school days to be decided by the yearly school calendar, attending two Parent Nights a year, report card conferences, a parent orientation, and any other events announced by administration the school year.

Requirements:

- Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and fulfill responsibilities in accordance with Montessori philosophy while using a quiet voice in the classroom
- BA or BS, four-year degree or higher; early childhood education preferred
- Early Childhood Montessori Certification; 3-6 AMS
- Physical ability to work on the floor, sit, bend, stoop, lift as needed
- CPR and First Aid Certification, Bloodborne Pathogens Training (provided by MMS)
- Pass local and national background screening (provided by MMS)

Duties:

Montessori Specific:

- Maintain Montessori materials within the classroom
- Organize the monthly unit materials in a Montessori format
- Present Montessori lessons following scope and sequence as appropriate for each child
- Demonstrate order for the child by personally following the rules of the classroom
- Educate parents about the Montessori Curriculum and philosophy

Communication:

- Monthly calendars created and sent home to parents and front office
- Beginning of the year information transmitted to the front office, parents
- Keep open lines of communication between class and home
- Return calls or emails from parents daily as needed
- Answer emails or inquiries from the front office daily
- Email or send home reminders regarding upcoming class events or volunteering opportunities in a timely manner
- Complete report card forms quarterly, arrange conference times twice a year to discuss report cards with parents
- Complete documentation when a child is having adjustment issues, needs testing, or other items need to be addressed
- Communicate expectations and requests to assist teachers
- Post lists for items required during the year
- Communicate with specialty teachers



Assistant Teacher:

- Interview applicants for assistant teacher position
- Inform assistant teacher of expectations and duties within the classroom
- Instruct assistant teacher on classroom protocols and procedures as well as Montessori philosophy and practice
- Document if an assistant teacher is not meeting expectations and meet with the assistant teacher regarding noncompliance if necessary
- In case of your absence, provide daily lessons for the assistant teacher

General:

- Treat each student with dignity and respect
- Adhere to school safety policies and procedures
- Ensure the safety of the children at all times
- Demonstrate a gentle body, kind voice, and gentle hands during the day
- Enforce rules and expectations as explained to the students and parents
- Encourage self-direction and self-reliance in the students
- Be comfortable removing a child from a dangerous situation, including physically if required
- Ensure the classroom is clean and arranged each morning appropriately
- Inform assistant of any daily schedule changes
- Give lessons, group, and individual, during the work cycle
- Plan classroom art activities
- Plan monthly unit studies
- Arrange Montessori lessons monthly as new work is added
- Write accident or discipline reports as required, providing copies to the front office and parents
- Meet with parents within the first few weeks of the school year if a student is having difficulty adjusting to the classroom environment
- Be encouraging and positive to assistant teachers and other co-workers
- Be a positive face of the school in interaction with all parents, even if they are not members of your classroom
- Be familiar with and engage in the practice of Conscious Discipline
- Create clear expectations for students during different times of the day, including playground, work cycle, and specialty teachers' group times
- Maintain current and accurate classroom records concerning the children, such as attendance, anecdotal records, and reports
- Monitor social, educational, physical development of all students
- Include holiday celebrations for multicultural families in the curriculum
- Dress professionally and behave in a professional manner
- Support the efforts of the PTO and attend at least one of 4 scheduled evening meetings

“By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the School.”

Requests for modifications must be made in writing. Such modifications will add a greater depth of legal protection to the School's existing job descriptions. Once such modifications have been made, the new job descriptions should be redistributed immediately to gain compliance.

Name

Signature

Date