

Montessori



## Job Description & Specifications: Elementary (Co-)Lead Teacher

**Department:** Elementary

**Contract Type:** Salary (Exempt) / 10 month

**Description:** The Elementary Lead Teacher acts as a guide who helps direct their students' activities academically, emotionally, and physically in a prepared Montessori environment that challenges each child to reach their full potential in these developmental areas, in accordance with Montessori philosophy and procedures. This individual is creative thinker and "out of the box" solution seeker with a strong interest in today's changing educational environment and a love for nature and animals.

### Basic Qualifications:

- Elementary MACTE Montessori Certificate
- Bachelor's Degree
- 2+ years relevant teaching experience
- A compassionate, nurturing attitude
- Effective written and verbal communication skills
- Desire to work in a constantly changing environment
- Able to pass background check
- Comfortable learning new technology

### Physical Requirements:

- Must be able to keep children in visual or auditory range at all times
- Must be able to move from child to child around the classroom and on the playground, including, squatting, bending to be on the child's eye level, and sitting on the floor
- Must have ability navigate uneven outdoor terrain for limited periods of time in various mild to moderate weather conditions
- Must be able to lift to 50 pounds occasionally and 20 pounds frequently
- Must be able to use a three-finger grasp
- Must be able to pass TB Test
- Must be able to provide evidence of MMR vaccine, immunity, or exemption

### Responsibilities:

#### Administration and Events

- Participate in occasional community events and fundraisers which occur outside of normal weekday school hours
- Attend all pre-announced staff meetings and professional sessions, including staff, program, events and evening parent meetings
- Assist with care of classroom pets and campus animals, as needed

#### Programming

- Develop lesson plans and manage the learning experiences for students to ensure the needs of the individual children are met consistent with the MCH mission and vision

- Maintains a neat, well organized, and prepared environment
- Design, participate in and lead field trips
- Participate in professional activities designated by the Elementary Program Director and/or Head of School, which may include workshops, meetings, grade reporting, planning, and other professional activities
- Participate in school-wide planning to maintain continuity between classrooms, across programs and throughout the school

#### **Faculty**

- Supervisor and mentor assistant teacher(s) and teaching interns, as needed

#### **Students**

- Develop and maintain strong relationships with students
- Provide a safe, effective and nurturing classroom learning environment
- Follow the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required

#### **Parents**

- Work to develop close and effective relationships with parents
- Create opportunities for parents to discuss and understand the child's individual progress, including parent/teacher conferences
- Respond to parent concerns in a timely manner with a focus on building a partnership and finding solutions
- Encourage parents to bond with both the class and the larger school community

#### **Other duties as assigned**

#### **Training and Certification Expectations:**

- First Aid/CPR certification (within 30 days of hire)
- School Age Positive Discipline Certified or MCH approved alternative (within 2 years of hire)

***All employees of Montessori Children's House are expected to support our mission and vision and strive to represent our Characteristics of Professional Excellence.***

#### **MISSION**

Nurture AND Nature; developing your child's individual passions and strengths.  
Because today's child is tomorrow's future.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not included as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.