

Montessori



Job Description & Specifications: Art Specialist

Department: Administration

Contract Type: Salary (Exempt) /10 month

Description: The Art Specialist is responsible for working with the Early Childhood and Upper School Programs to create unique artist classroom experiences. This individual is passionate about various artistic mediums and nurturing each child's artistic potential.

Basic Qualifications:

- Bachelor's Degree
- 2+ years Relevant experience in art education
- 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 and 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:

- Collaborate with classroom teachers and program directors to coordinate art curriculum and projects during the school year
- Teach developmentally appropriate lessons in art, including drawing, painting, lettering, and art history to meet students' learning objectives
- Provide a variety of instructional activities which can be modified to individual students' abilities and interests
- Prepare the classroom with proper equipment and materials, and ensure the classroom is clean after each lesson
- Manage art tools and supply inventory; creatively use existing resources and purchasing new items, as appropriate
- Completing any necessary finishing for classroom art projects
- Partner with classroom teachers to ensure students have prepared art projects for special occasions, such as holiday gifts, classroom projects, and community events

- Follow school's policies and procedures for student evaluation and record keeping, meeting all due dates as required
- Participate in staff meetings and school events as assigned
- Performing other related duties as assigned by the Head of School

Training and Certification Expectations:

- First Aid/CPR certification (within 30 days of hire)
- 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.