

Montessori



Job Description & Specifications: Infant / Toddler Lead Teacher

Department: Infant / Toddler

Contract Type: Salary (Exempt) / 12 month

Description: The Infant / Toddler 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:

- 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
- Comfortable learning new technology
- Able to pass background check

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:

- Develops lesson plans and manages the learning experiences for students to ensure the needs of the individual children are met
- Maintains a neat, well organized, and prepared environment
- Participates in professional activities designated by the IT Program Director and/or Head of School, which may include workshops, meetings, grade reporting, planning, and other professional activities
- Attends all pre-announced staff meetings and professional sessions, including staff, program, events and evening parent meetings

- Works to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and the larger school community; provides individualized tracking of student progress
- Supervisors and mentors assistant teacher(s) and teaching interns, as needed
- Assists with care of classroom pets and campus animals, as needed
- Participates in occasional community events and fundraisers which occur outside of normal weekday school hours
- Follows the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required
- Other job duties as assigned

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)
- Maintains WA DCYF Continuing Educations Requirements (10 "STARS" hours per year)

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.