**JOB TITLE: Elementary Lead Teacher  
  
REPORTS TO:**

School Director

**Absence:**

Notify the Director/Administrator as soon as possible so that a substitute can be organized. Please also communicate the absence to your assistant.

**Hours:**

The employee is responsible for working the scheduled hours during the school week as outlined in the Contract. The Employee is also responsible for participation in some activities, events, trainings, and meetings that may fall outside of normal working hours.

**Responsibilities:**

Curriculum:

* Establish morning and afternoon work periods with routines and procedures. Protect student concentration and foster independence, giving lessons as needed.
* Prepare and maintain an orderly, attractive, and joyful Montessori environment that is attuned to the physical, social, emotional, linguistic, and academic needs of students.
* Set safe and kind limits, intervening when natural consequences are not safe or possible.
* Carefully observe students and their developmental needs. Update the environment, lessons, and work accordingly. Refer to Montessori albums and other resources to ensure a natural progression of skills.
* Model curiosity, persistence, self-reflection, communication, collaboration, leadership, and how to be a good citizen. Facilitate community within the classroom.
* Plan, prepare and maintain all units of study including Montessori materials, thematic units, library books, etc. Ensure all sets are complete, clean, and in good repair, creating new materials as needed.
* Assist students in creating academic goals and show them how to follow through with a work plan. Entice students to work with intrinsic motivators.
* Enrich student experiences by introducing new topics of study (i.e. cultural celebrations, genres of music, endangered species, etc.) and connections through different forms (i.e. student-directed plays, science experiments, etc.)
* Support student management of outings, field trips, and projects.

Communication:

* Speak in kind and courteous words, tone, and manner.
* Facilitate a respectful environment for children and adults by advocating conflict resolution, modeling interactions, and implementing Grace and Courtesy lessons.
* Communicate with parents about their children’s school lives and educate parents in Montessori philosophy. (e.g. through shared observations and Progress Reports)
* Prepare Progress Reports and Parent-Teacher conferences for all students.
* Keep information confidential.
* Schedule and work with other faculty for any joint Parent Nights, programs, performances, etc.

Record keeping:

* Carefully observe and keep daily records of each student’s progress in the various areas of the classroom.
* Organize planning time for changing out materials, cleaning, and reorganizing works.
* Devise a system for organizing individual student work (e.g. cubbies, portfolios, take-home folders, etc.) and guide students in its management.
* Maintain a log of classroom supplies, materials, and equipment, noting their condition.

Interaction with Classroom Assistants and Volunteers:

* Establish a harmonious relationship with assistants, interns, substitutes, and volunteers.
* Support and guide aides in every way possible to help them absorb the Montessori philosophy. Teach them classroom management tools and lead them to monitor, observe, model, lovingly discipline, and instruct the Montessori way.
* Report to the Director regarding the Assistant's progress as requested.
* Delegate roles and responsibilities to aides and volunteers concerning daily classroom management, tidying, lessons, and activities.

Administration:

* Assist in the planning and maintenance of the building, materials, and playground to ensure they are clean, safe, and maintained.
* Prioritize and stay within budget when ordering classroom supplies and equipment.
* Report any maintenance issues to the School Director.
* Care for all classroom animals and plants.
* Provide first aid as needed and complete appropriate forms for parents.
* Prepare oneself as one would prepare the environment. Dress professionally and leave personal matters at home.
* Assess prospective children when they visit the school
* Participate in staff meetings and evaluations. Attend Board meetings as needed.
* Engage in ongoing professional development (may be individual or group requirements that are set by the staff, state, and/or Board of Directors).
* Comply with state and licensing requirements, such as student/teacher ratios and other components of safety

**Basic** **Requirements:**

* Bachelor's Degree in early childhood education or related discipline, and/or professional experience working with children at this age level.
* Montessori Teaching Certificate from a MACTE accredited program preferred (Montessori training may be concurrent with working in the classroom)
* Current CPR/First Aid certification and Fingerprint Clearance Card
* Have the physical capacity to work with children in this age group.