AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**GF TEACHER ES PREK - 5TH MONTESSORI**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PPfT**	DUTY DAYS:	**187**	DATE REVISED:	**02/17/2026 HC**
FUNDING SOURCE:	**THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.**				

MINIMUM QUALIFICATIONS:

A Montessori certification from an accredited institution in at least one (1) core level, a valid Texas teaching certificate for the grade and content, and an ESL Texas teaching certificate in the subject and level of assignment is required. A Bachelor's degree from an accredited college or university is required.

If selected for a Bilingual or Special Education teaching position, the incumbent must have a valid Texas Bilingual or Special Education certification or both, if teaching a Special Education Bilingual position.

SKILL REQUIREMENTS:

This position requires the ability to apply knowledge of current education and instructional theories, methodologies, techniques, principles, subject matter, and knowledge of State, local, and Federal laws and regulations affecting the lives and education of students. The incumbent must have an understanding of child and adolescent development and have the skills to manage student behavior. Incumbent must have the ability to communicate effectively using a variety of media, work with others as a team, organize and maintain records, manage time and resources effectively and efficiently, and evaluate performance and provide constructive feedback. This position requires a strong knowledge of Internet and web-related technology and a variety of technology applications and platforms and have the ability to instruct students using a variety of technology applications. Incumbent must be able to support students with computer set-up, navigation, and technology issues. This position requires the ability to read, write, and speak English fluently.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for planning, organizing, and presenting instructional lessons contributing to educational, social, and physical development of students to enhance their self-worth and equip them with the basic knowledge, skills, and abilities needed to function in society. Considerable judgment, tact, patience, sensitivity, and flexibility are required to interact with students from varied socioeconomic backgrounds and learning styles. This position requires creativity and adaptive thinking to match teaching objectives, learning strategies, and instructional plans with students' abilities. Judgment is required to interpret broad State, local, and Federal laws, regulations, and policies affecting the lives and education of students and the impact of the laws on instructional methodologies or techniques employed. Provide students with appropriate in-person and distance or virtual instruction in core academic subject areas assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

ESSENTIAL FUNCTIONS:

Instructional Practice

- Plan, prepare, and deliver quality Montessori lessons in accordance with the subject area albums of an accredited training program.
- Establish and maintain a Montessori prepared environment.
- Exhibit reverence, belief, and trust in each child.

- Plan, prepare and deliver effective academic instruction that is explicit, engaging, differentiated, and aligned for diverse student needs, including appropriate student accommodations, and blended learning experiences.
- Plan, prepare and deliver clear, organized lessons, activities, interventions, and extensions, that are aligned to objectives and success criteria, as well as state standards. Demonstrate high academic expectations for all students.
- Use formal and informal assessment methods to measure student understanding and progress. Analyze student data to inform and adjust instruction. Provide ongoing feedback to students.
- Establish systems and structures that create a safe, accessible, and inclusive classroom environment. Create a sense of shared responsibility and behavior expectations.
- Create a classroom climate and culture where students feel safe, free to take risks, accepted and included. Offer diverse learning opportunities that encourage student contributions and collaboration, and a growth mindset.

Professional Growth and Responsibilities

- Engage in ongoing professional learning, goal setting, reflection of practice, and application of new learning to increase student growth. Engage in opportunities to continuously improve.
- Collaborate with staff, students, and families/caregivers in order to improve practice, support students, and increase student success. Accept feedback to improve instructional practice. Contribute to meeting of campus/District goals and expectations.
- Collect and analyze student data. Collaboratively plan, design, and implement effective lessons in alignment to state and local standards. Incorporate diverse resources with attention to individualized learning that addresses the unique needs of students in order to achieve high levels of academic and social-emotional success.
- Communicate with colleagues, students, families/caregivers, and community members to build and maintain positive relationships, promote respect, inclusiveness, and maintain a positive school climate and culture. Communicate with families/caregivers regarding students' academic and social-emotional strengths and areas for growth, through various methods.
- Demonstrate and apply strong content knowledge to enhance student mastery of objectives. Maintain professional expectations of educators which include professional ethics, adherence to state and federal legal code, and District policies. Maintain up to date and accurate student records (e.g., record grades, take attendance, provide progress reports).
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; [P.E. teachers: automated external defibrillator (AED)]

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment: Work inside, may work outside; regular exposure to noise, work with interruptions

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

PERSONAL WORK RELATIONSHIPS:

Incumbent will receive ongoing observation, feedback, and coaching as part of the annual teacher evaluation process. This includes regular informal walkthroughs and formal observations. It is expected that less experienced incumbents will receive additional guidance on instructional matters and that those with more experience will serve as mentors, providing suggestions, guidance, and assistance as appropriate or necessary. It is expected that some incumbents will be more involved in planning and coordinating departmental activities. The supervisor may provide detailed instruction regarding changes in policies, procedures, or laws or in reference to unusual circumstances or problems. Incumbent have significant contact with students, parents, and other school staff to provide instruction, offer guidance, exchange information, and develop social skills of students. Incumbent may also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies (e.g., take field trips, invite guest speakers).

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:		**Date:**	