

**TITLE:** Montessori Teacher Job Description

## **Qualifications**

1. Illinois State certificate in the teaching field qualifying the teacher to teach at the elementary level.
2. Bachelor's Degree
3. Ability to function effectively as a member of the school staff.
4. Montessori certification through a recognized Montessori college or program.
5. Such other requirements as the Board may establish.

## **REPORTS TO:**

The Elementary School Principal

## **SUPERVISES:**

(Instructs and evaluates the school work of designated):

Students

Student Teachers

Volunteers

Assists the Principal with the evaluation of Teaching Assistants

## **MAINTAINS LIAISON WITH:**

Parents. Communicates with parents as the teacher deems necessary, or when requested by parents or administrators.

## **Job Goal:**

The Garfield Montessori School teacher understands and promotes the school's mission, vision, objectives, and policies both within and outside the immediate school community. The teacher is responsible for providing a Montessori classroom/instructional program that supports the individual needs of the children in accordance with the school's mission and vision.

## **Performance Responsibilities**

### **Planning, Preparation and Instruction**

The teacher creates instruction that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child.

1. The teacher uses the School Curriculum, Montessori Albums, and current research based instructional practices to develop interdisciplinary units of instruction that meet both the group and individual needs of students.
2. The teacher is responsible for maintaining an on-going dialogue with specialty teachers and coordinating curriculum integration and implementation with these teachers.

3. The teacher works with students of various abilities assigned to the classroom, including those with learning differences as diagnosed. The teacher may be required to participate in meetings, training, and planning cooperatives to fully meet each child's needs.

4. The teacher uses various assessment tools/strategies such as observations, children's work samples, continuums of development, portfolios, etc. to help make instructional decisions for individual students.

## **Classroom Environment/Management**

The teacher is responsible for preparing an environment that meets the sensitive period/plane of development of the children he/she works with.

1. The teacher is responsible for preparing an environment in which the furnishings and materials are complete and correspond to the needs of the group; for maintaining a clear, orderly, and attractive Montessori environment, including the care and maintenance of classroom materials and equipment; for communicating needs for the classroom in accordance with school policy, i.e., maintaining inventory of classroom materials and any additional materials needed.

2. The teacher creates an environment that demonstrates rapport with, respect and kindness for, all students as well as between students. The teacher models and teaches conflict resolution and problem solving strategies in the classroom.

3. The teacher should promptly report discipline concerns beyond typical classroom strategies to the principal. A meeting with parents (and principal, if necessary) should be arranged.

4. The teacher is responsible for the safety of the children left in his/her charge until dismissed to a responsible adult. No child should ever be left unsupervised either inside or outside the classroom, except when directed by the teacher.

5. The teacher ensures that the physical environment adheres to all health and safety regulations as required by the State of Illinois. The classroom program shall also meet accreditation and licensing standards set forth by American Montessori Society, Middle States Association, and the National Association for the Education of Young Children.

## **Communication**

The teacher is responsible for communication that supports an understanding of the school's program, develops positive relationships within the school community, and protects the privacy and confidentiality of each student and family in the school community.

1. The teacher establishes a positive relationship with parents of the students and maintains regular communication with parents with regard to their child's specific needs. The teacher provides for parent conferences, meetings and communication throughout the school year in accordance with school policy. The teacher responds to parent concerns in a timely manner.

2. The teacher communicates to parents and others in the school community about the classroom and curriculum. The teacher is responsible for a classroom newsletter that goes home to families during the first week of the month. The teacher develops and participates in parent programs that help develop an understanding of the Montessori Curriculum.
3. The teacher completes required Progress Reports in accordance with school policy.
4. The teacher assists in the development of and participates in school functions, including but not limited to Open Houses, Transition Nights, Curriculum Nights, Parent Orientations, etc in accordance with the negotiated agreement.

### **Professional Responsibility**

The teacher is involved in ongoing self-assessment and refinement of practice in the classroom as well as collaborative professional growth.

1. The teacher participates in a regular evaluation process including classroom observations, feedback conferences, and an annual self-evaluation toward goals set by the teacher and/or in conjunction with the Principal.
2. The teacher maintains his/her teaching skills and participates in professional development activities (both within the school community and attendance at conferences, workshops, etc.). The teacher is a member of professional organizations including but not limited to the American Montessori Society and is aware of major areas of research in teaching and resources for professional learning.
3. The teacher participates in collegial activities designed to make the entire school a productive learning environment, for example, age level meetings, curriculum discussion groups, working committees, mentoring, etc. It is expected that teachers attend all scheduled meetings and professional days as appropriate to their level. The teacher participates and shares information from professional development activities with colleagues to benefit the learning community.

### **Related Duties**

1. The teacher conducts new student interviews and hosts prospective student applicants in the classroom as requested.
2. The teacher completes and maintains all records, reports, evaluations, and inventories of student records and tests in a timely manner as may be required by the school.
3. The teacher who works with assistants is responsible for the training and supervision of the assistant. The teacher is responsible for providing input into the evaluations of assistants in accordance with school policy.
4. The teacher may be asked to participate in the interview process and orientation of new staff members.

## **TERMS OF EMPLOYMENT:**

Salary is based upon Schedules A & B, of the collective negotiated Agreement.

## **EVALUATION:**

Each employee shall be evaluated in accordance with the Illinois School Code and the adopted District Evaluation instrument.

## **PHYSICAL DEMANDS**

Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important. Employee regularly is required to bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift. Employee must recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.

## **MENTAL DEMANDS**

The Montessori Teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Preschool Teacher must be prepared to handle accidents and emergencies at any time.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Teacher will have to supervise all students at all times.