



*An Equal Opportunity Employer*

Flint Community Schools

Human Resources

### **Employee Job Description**

**Job Title: Montessori Teacher**

#### **Job Summary:**

The Montessori Teacher is responsible for creating a flexible and nurturing classroom environment that fosters learning and personal growth for each student. This role involves designing and implementing a Montessori curriculum that supports the development of skills, attitudes, and knowledge in accordance with each student's individual abilities. The Montessori teacher will work collaboratively with parents and staff to maintain open communication, promote parent involvement, and contribute to the overall success of the Montessori program.

#### **Essential Functions (May include, but not limited to):**

1. Designs and implements lesson plans that incorporate Montessori principles and activities tailored to meet the developmental needs of each child.
2. Works closely with parents, guardians, and administrators to address and resolve behavioral and academic challenges faced by students, ensuring a holistic approach to each child's development.
3. Ensures the classroom is a safe, nurturing, and developmentally appropriate space for students.
4. Develops and provides individualized educational plans and small group instruction to accommodate the unique learning styles, abilities, and needs of each student.
5. Actively participates in ongoing professional development opportunities and Montessori training to stay informed of best practices and enhance teaching effectiveness.

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6. Selects relevant field trips that align with the curriculum themes, ensuring they enrich the students' learning experience, and provides supervision to all participants.
7. Monitors and supervises students during classroom activities as well as other outdoor and indoor school day activities, maintaining a positive, safe environment.
8. Supervises, guides, and assigns tasks to paraprofessionals and classroom volunteers, ensuring they are contributing effectively to the learning environment.
9. Performs ongoing assessments, including screenings and progress evaluations, documenting and entering data on each student as required.
10. Regularly communicates with parents about students' progress through conferences and other methods, providing clear interpretations of the Montessori program and their child's development.
11. Conducts at least two on-site parent-teacher conferences annually, providing parents with insights to their child's progress, areas of growth, and strategies for home support.
12. Identifies students' individual needs and collaborates with other professionals to assess and address challenges in health, attitude, or learning.
13. Encourages and supports active parent involvement in the Montessori program, fostering a strong partnership between school and home to support student development.
14. Performs other duties as assigned.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.*

### **Qualifications:**

Education:

Valid Michigan Elementary Teaching Certificate required. Montessori certification preferred.

Experience:

Previous Montessori classroom teaching experience preferred.

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### **Skills:**

Ability to work cooperatively on a teaching team. Ability to communicate with students effectively through speaking, reading, and writing as appropriate. Basic computer skills in Microsoft Office, Internet, Email, and On-Line grading programs. Knowledge of common assessments and teaching methods.

### **Other Requirements:**

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 3) 5-panel drug screening to ensure drug-free workplace.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### Special Job Considerations:

Certification: Required

Type of Certification: Valid Michigan Elementary Teaching Certification

Bargaining Unit: United Teachers of Flint

Salary Schedule: Teacher Salary Schedule, 183 days per year

Immediate Supervisor: Building Principal

Date: 1/28/2025

TM: tvs

#### Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs

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