Teacher Job Description

Summary of Position: The teacher will understand and promote 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 this mission and vision. Teachers are in the classroom for 5.5 hours per day. The Infant and Toddler Teacher “must” be able to lift a child of up to 35 pounds and a Preschool Teacher up to 55 pounds. Salary is commensurate with previous experience.

Planning, Preparation and Instruction

- The teacher will create instruction that supports the development of the cognitive, emotional, social, physical and spiritual (supported through the teaching of Christian Values and Godly Play) growth of the child.
- The teacher will use the School Curriculum and current research based instructional practices to develop interdisciplinary units of instruction that meet both the group and individual needs of students.
- The teacher will work with students of various abilities assigned to the classroom. The teacher may be required to participate in meetings, training, and planning cooperatives to fully meet each child’s needs.
- The teacher will use various assessment tools / strategies such as observations, continuums of development, portfolios, etc., to help make instructional decisions for individual students.

Classroom Environment/Management

- The teacher will be responsible for preparing an environment that meets the sensitive period / plane of development of the children he / she works with.
- The teacher will be 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, and maintaining inventory of classroom materials.
- The teacher will create an environment that demonstrates rapport with and respect and kindness for all students, as well as between students. The teacher will model and teach conflict resolution and problem solving strategies in the classroom.
- The teacher will promptly report discipline concerns beyond typical classroom strategies to the Preschool Director. A meeting with parents (and Preschool Director) should be arranged.
- The teacher will be 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 of the classroom.
- The teacher will ensure that the physical environment adheres to all health and safety regulations as required by the State of Virginia. The classroom program shall also meet
accreditation and licensing standards set forth by American Montessori Society, Virginia Association of Independent Schools, and the National Association for the Education of Young Children.

Communication

- The teacher will be 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.
- The teacher will establish a relationship with parents of the students and maintain regular communication with parents with regard to their child’s specific needs. The teacher will provide for parent conferences, meetings and communication throughout the school year in accordance with school policy. The teacher will respond to parent concerns in a timely manner (usually within 24 hours).
- The teacher will communicate to parents and others in the school community about the classroom and curriculum. The teacher will be responsible for weekly emails sent to parents regarding classroom lessons at the beginning of each week.
- The teacher will assist in the development of and participate in school functions, including but not limited to Open Houses and Parent Education Nights.

Professional Responsibility

- The teacher will be involved with an ongoing self-assessment and refinement of practice in the classroom as well as collaborative professional growth.
- The teacher will participate 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 Preschool Director.
- The teacher will maintain his/her teaching skills and participate in professional development activities (both within the school community and via attendance at conferences, workshops, etc.).
- The teacher will participate 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.

Related Duties

- The teacher will host prospective student applicants in the classroom as requested through admissions.
- The teacher will complete and maintain all records, reports, evaluations, and inventories of student records in a timely manner as may be required by the school.
- The teacher will be responsible for reading and adhering to the guidelines as established in the employee handbook and adhering to all school policies.
- The teacher may be asked to participate in the interview process and the orientation of new staff members.

Preferred Qualifications

- AMS / AMI Certified.
- Bachelor’s Degree in Early Childhood Education.
- Minimum of 2 years experience in an early childhood classroom.