

Lowcountry Montessori School
POSITION DESCRIPTION

Position Title: Montessori Lead Teacher
Reports To: Director

Position: Teacher
Type: At-will employee

Description: This position requires love, patience and respect for students, encourage the children to be independent and model for them appropriate manners and behaviors. Instruct children in activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori by performing the following duties:

POSITION RESPONSIBILITIES

Primary Functions: (List only the specific job functions)

- Establishes and maintains a Montessori classroom culture;
- Follows all LMS policies and procedures;
- Prepares the classroom environment in accordance with Montessori principles;
- Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of students;
- Carefully observes and keep records on each student's individual progression through the classroom always being available to offer gentle guidance, or a lesson where needed;
- Communicates regularly via newsletters with parents about their children's school progress and suggests ideas for improvement;
- Guides the learning process toward the achievement of curriculum goals and - in harmony with the goals- establishes clear objectives for all lessons, projects and the like to communicate those objectives to students;
- Employs instructional methods and materials that are most appropriate for meeting stated objectives;
- Assesses the accomplishments of students on a regular basis and provides progress reports as required;
- Communicates with appropriate faculty to identify the learning disabilities of students on a regular basis and provides progress reports as required;
- Counsels with colleagues, students and/or parents on a regular basis;
- Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner;
- Plans and supervises purposeful assignments for teacher assistant(s) and/or volunteer(s) and cooperatively, with lead teacher or director, assists in evaluating their job performance;
- Performs at least one parent education seminar per year;
- Attends professional development opportunities within the guidelines set forth by the School;
- Performs all other duties as assigned by the supervisor;
- Strives to maintain and improve professional competence; and
- Attends staff meetings and serves on staff committees as required.

Secondary Functions: (List only the general job functions)

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this description is intended to be an accurate reflection of the current position, LMS reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, work load, rush jobs, or technological developments).

Attach additional page(s) as needed.

Evaluation of Job Performance:

- Evaluation performed annually through ADEPT.

Scope of the Position: Administrative Certified Classified (Please check appropriate type of position)

