

## **Lower Elementary Lead Teacher**

*Montessori School of Evergreen (MSE) is a non-profit day school serving students Toddler – Eighth Grade. MSE is dedicated to its mission of inspiring a lifelong love of learning in each student through meaningful, dynamic, and innovative experiences. MSE is fully accredited by both the American Montessori Society and the Association of Colorado Independent Schools.*

*The following outline is intended to be a list of basic responsibilities for the Lead Teacher position at MSE. Duties include but are not limited to the written contents of this document.*

JOB TITLE: Lead Teacher

FTE: 1.0

FLSA: Exempt

DEPARTMENT: Education

REPORTS TO: Director of Troutdale

SUPERVISES: Assistant Teacher(s)

### **Job Summary**

MSE is seeking a highly qualified and Montessori certified Lead Teacher to join our Lower Elementary Team. Teachers are responsible for creating a classroom and student experience that embodies the MSE mission. The Lead Teacher plans and implements all academic and organizational aspects of the classroom. These responsibilities include overseeing their Assistant Teacher, planning curriculum, teaching a variety of subjects, developing and participating in classroom management plans, observing and assessing student progress, communicating clearly and consistently with parents, and working to meet the academic, social, and emotional needs of the students. Strong communication skills, the desire to work collaboratively as part of a team, take part in all aspects of the program including trips with students, and the ability and interest to integrate curriculum across subject areas are a must as well. The successful candidate will join a team that is well established.

### **Responsibilities**

#### ***Learning Environment***

Creates a nurturing, respectful, and safe learning environment (together with the Lead Teachers) that responds to the needs of each student.

1. Maintains the curriculum in coordination with the other program level Lead Teachers and periodically Leads in other levels as well as in accordance with Montessori School of Evergreen's curriculum guidelines and best practices.

2. Develops and shares classroom activities with the student population as well as fellow Lead Teachers to meet developmental and academic objectives.
3. Seeks out feedback from fellow teachers, Director, and Specialists to improve the classroom environment.
4. Develops, maintains, and implements a classroom maintenance schedule with fellow Lead Teachers, including but not limited to items such as cleaning the shelves and materials and repairing materials.
5. Plans, coordinates, and communicates about all class events; maintains MSE traditions and, when appropriate, proposes new programs .
6. Develops and consistently maintains an effective record keeping system for the classroom and students.
7. Maintains a positive attitude and open communication with fellow teachers at all levels within the MSE Community.
8. Develops a plan with fellow teachers for sharing class preparatory responsibilities.
9. Assists students in the transition to, and operation within Co-curricular classes and other school programs, including supervision of students for off campus activities
10. Uses constructive feedback from Director, Specialists as well as other teachers to improve teaching, curriculum, classroom environment, and address individual student needs.

### ***Student and Family Support***

Ensures that students are meeting developmental level expectations and to collaborate with parents and Lead Teachers to help increase student achievement.

1. Leads parent-teacher conferences three times a year to provide feedback on students' developmental progress.
2. Records parent conferences and provides detailed notes to the Division Director in a timely fashion.
3. Prepares necessary level specific progress reports for all children in the classroom by the necessary due date.
4. Participates in discussion with fellow Lead Teachers, Division Director and other classroom faculty regarding the successful transition of children from level to level.
5. Engages in Child Study (Learning Resource Team) process by contributing information on child development and behavior.
6. Carries out appropriate and positive discipline, follows up needs with School Counselor and Director.

### ***Professional and Personal Growth***

Models lifelong-learning and meets MSE professional development requirements.

1. Attends and reports on at least two professional development workshops inside or outside of school. Workshops may include the yearly area Montessori association conference and/or the AMS Conference. All requests for time off should be placed with your supervisor in a timely manner.
2. Creates yearly professional and personal goals to be discussed with the Director.

### ***Administrative***

Assist in the efficient and effective management of the School.

1. Demonstrates professionalism in every aspect of the job and adheres to AMS guidelines and professional standards. Practices the use of confidentiality in all situations as outlined in the MSE Employee Handbook.
2. Follows protocols for managing information (i.e. attendance) and completing requests (i.e. purchase orders, supplies, personal days), etc., as further detailed in the MSE Employee Handbook.
3. Meets all deadlines around ordering, report cards, etc.
4. Attends Division meetings and all faculty meetings.
5. Joins a school committee.
6. Maintains open communication with Administration and colleagues.
7. Voices concerns in a timely and positive manner when seeking help from Administration.
8. Maintains and updates their staff file with all necessary paperwork for licensing and job requirements.

### **Requirements**

Qualifications of preferred candidates:

- BA/BS degree required
- AMS/MACTE certification in Lower Elementary
- Minimum of 5+ years teaching experience
- Commitment to, and interest in, the Montessori philosophy
- AMS/AMI assistant teaching credential or matriculating Montessori training program students encouraged to apply
- Ability to work collaboratively with faculty to enhance curriculum and community
- Strong ability to multi-task and keep to a schedule
- Commitment to professional development and best practices in education
- Education experience in a variety of instructional methods
- Understanding multi-age learning environments
- Commitment to meeting the needs of each child
- Computer proficiency

### **Benefits:**

- Competitive, independent school salaries - click the links for [MSE's Salary Bands](#) and [Benefits At a Glance](#)
- Full benefits package including healthcare, PTO and retirement
- Extensive, professional development opportunities
- Tuition reimbursement for eligible employees seeking Montessori Certifications
- Tuition remission opportunities for MSE enrolled students of staff

**MSE is an equal opportunity employer. Please email a letter of interest and resume to [hiring@montessori-evergreen.org](mailto: hiring@montessori-evergreen.org).**