

Lead Teacher/ Co-Lead Teacher Job Description

Summary: The Lead and Co-Lead Teachers, with the support and supervision of the Educational Director and the Administration, establish and maintain a quality educational program, following the Montessori philosophy and pedagogy and Early Childhood Education model, by fulfilling the following responsibilities:

Duties: **The Lead/Co-Lead Teacher's** duties include, but are not limited to:

- a) Follow all School policies and procedures as stated in the **Employee Handbook** and the School's Rules and Regulations, as presently existing or as may hereafter be amended.
- b) Be responsible for the safety and physical wellbeing of all students in your charge at all times.
- c) Teach and supervise all students in class in the Montessori method and curriculum in all academic and specialty areas of study, prepare materials and maintain their cleanliness and good condition/repair.
- d) Demonstrate the ability to relate joyfully with children.
- e) Exhibit emotional maturity and stability.
- f) Assume leadership by demonstrating appropriate and professional behaviors at all times when in the school building, during classroom outdoor times, and whenever you are in the surrounding school neighborhood. Be a role model for team members and review policies and procedures with your team.
- g) Be proactive with sharing your Montessori and child development knowledge with parents.
- h) Address all school (parent, team, child) issues immediately.
- i) Prepare and have available weekly lesson plans and record students' progress including plans that are suggested by the School Psychologist.
- j) Prepare a written "**Observation and Response Log**" form for any child that you have a concern about and notify the Education Director. File this "**Observation and Response Log**" form in the communication logbook located in the main office. Review the form weekly for follow-up indicated by the Child Development Consultant and/or Administration. Maintain confidentiality of the information in this book by never removing it from the office. This consultant works with the Administration, faculty, and parents to ensure that the developmental needs of the students are being met. The consultant frequently circulates through all of the classrooms, observing and informally interacting with the children. When a Lead or Co-Lead teacher or Administrator observes a child presenting a behavior, speech, or lack of response to stimuli, the Child Development Consultant follows up the concern with more intense observations of the student and interviews with the teaching team and parents. A plan of action is then determined. This plan of action could include classroom teaching team interventions, outside evaluations, or relocation of the child to a more appropriate school. **Parents are aware that the consultant is part of the Twin Parks staff and prior permission to observe is not required of the parents.
- k) Prepare a letter "peak of the week" each week on classroom Google site and submit to the Education Director by Thursday noon of each week. School weeks consisting of 3 or fewer days do not require one.
- l) Organize work so that daily time is available for recordkeeping, meetings with team and with school supervisors and parents as deemed reasonably necessary by School.
- m) Maintain ongoing communication with team members; decide on a specific day to meet weekly during nap schedule and record summary of meetings in your **Communication Log**. Share all

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information given at weekly staff meetings with the entire team.

- n) Plan and implement a written classroom schedule identifying a fair and equitable distribution of job responsibilities for all adults to follow.
- o) Supervise, guide and teach all substitute teachers and SEIT teachers in the Montessori method.
- p) Be in attendance at all staff meetings, admissions events, classroom socials, after hour parent sponsored events and attend at least 15 minutes at the end of year picnic. These social events are community building activities. Avoid taking personal days on these scheduled events (picnics, pot lucks, etc.) so you can connect with families and build a sense of community.
- q) Prepare and participate in parent conferences at least twice each school year, including two conferences as determined by School, at its sole discretion, and as requested by parents.
- r) Return parent telephone calls and Brightwheel messages within the same day. Review all email and Brightwheel messages daily including messages from the office and reply within 24 hours. Check classroom telephone messages twice daily. All this information must be shared with all members of the teaching team.
- s) Maintain current ongoing records (communication logs, conference summary forms, observation notes) on all students in your charge and have them available for School to review upon request. Maintain the confidentiality of all such records.
- t) Record observations on all children using the required record keeping system provided by the School.
- u) Send photos and updates on Brightwheel to parents. For Infants and Toddlers: 2-3 photos per day per child (can be group photos), notes on diapering, nap, food and water intake. For Early Childhood: 2 photos per child per week (can be group). Notes on food and nap only as needed.
- v) Organize notes for writing of all reports requested by outside agencies and ongoing schools, in addition to end of the year reports for all eligible students in a timely manner. While input should be garnered from the entire team, it is the responsibility of the Lead/Co-Lead Teachers to carefully review and edit the final reports before submitting them to the Education Director within the designated time frame.
- w) Maintain the Blue Binder, ensuring that all information included is updated for the current school year.
- x) Report any and all accidents or incidents immediately and prepare a written report stating the date, time, and nature of the accident and the action taken. The **Lead or Co-lead teacher is responsible for phone calls and writing up reports.** Reports must be reviewed and signed **by the Education Director only** and sent out to parents on the same day of incident. If the Education Director is unavailable, a '**Draft**' is reviewed by another Administrator and sent out. The official copy will be sent out as soon as the Education Director returns and signs.
- y) Child Abuse — any incident of unexplained bruises, cuts, burns, etc., or any suspected child abuse should be reported to the Education Director and Executive Director.
- z) Follow all standards in accordance with the **American Montessori Society**, the **Middle States Commission on Elementary Education**, **ISAAGNY**, **QUALITYstarsNY** and the **NYC Department of Health and Mental Hygiene**.
- aa) Lead and Co-Lead teachers must work cooperatively to ensure that all the above is successfully achieved.
- bb) Perform daily health checks of students.
- cc) Any additional duties as determined by the Executive Director of the Twin Parks School.