



JOB TITLE: ELEMENTARY MONTESSORI TEACHER

MINIMUM JOB REQUIREMENTS:

**Bachelor's Degree in Education or Elementary Education,
24 Months Experience in Montessori Education, Valid
Arizona Teaching Certificate**

SALARY: \$ 45,850.00 per Year

**ORGANIZATION/COMPANY: St. Peter's Episcopal Church of Litchfield Park,
DBA, St. Peter's Montessori School**

EMPLOYER/CONTACT PERSON: Diane K. Woodyard

CONTACT'S JOB TITLE: Head of School

**CONTACT: 623-935-7737
diane@stpetersaz.org**

**EMPLOYER ADDRESS: 400 S Old Litchfield Road
Litchfield Park, AZ 85340**

**WORK LOCATION: 400 S Old Litchfield Road
Litchfield Park, AZ 85340**

JOB DUTIES:

The Elementary Montessori Teacher is a guide who direct students' activities academically, emotionally, & physically in a prepared Montessori environment that challenges each child to reach his/her full potential in these developmental areas, in accordance with Montessori philosophy & procedures. Subjects covered include Math, Science, English, Social Studies, Art, Geography, & Practical Life for students in 1st 6th grade.

Essential Functions:

- Develop lesson plans
- Manage learning experiences for students to ensure group or individual student needs are met
- Assist students toward self-directed learning & normalization
- Maintain a neat, well organized, & attractive prepared environment consistent with Montessori pedagogy
- Participate in professional activities designated by Head of School, such as workshops, curriculum retreats meetings grade reporting, planning, other professional pursuits
- Attend staff meetings & professional sessions, including staff, level, committee & evening parent meetings
- Work to develop close & effective relationships with parents, including opportunities to discuss & understand the child's individual progress
- Encourage students to bond with both the class & the larger school community
- Provide individualized tracking of student progress.

- Participate in the admissions process, speaking with prospective families at the request of the Head of School.
- Follow the school's policies & procedures for student evaluation & record keeping Administer standardized tests (if applicable)
- Assess the needs of the class & prepare requests for materials, furnishings, and framework of the budgeting process.
- Update inventory list Track attendance & maintain lunch count
- Receive & welcome students; greet parents/caregivers
- Confer with colleagues to share curriculum ideas, compare observations, discuss relevant points in Montessori theory, demonstrate learning materials, exchange ideas, alternate ways to cope with a given child, & review successful group activities.
- Prepare notes for conferences
- Participate in parent education
- Participate in Board meetings, as requested
- Plan special projects, if needed
- Prepare for school's community activities such as open houses or special events
- Other job duties as assigned.

During class:

- Outline routine of the day, including any special activities
- Observe class's overall feeling tone mood
- Assist children who need individual help
- Ensure that children actively engaged in individual learning activities are protected from interference including adult
- Give individual or small group presentations to children.
- Withdraw at regular intervals to observe.
- Uphold reinforce positive behavior by modeling behavior & drawing attention to ground rules
- Unobtrusively monitor the work of individual children.
- Record important points briefly Treat children with positive feedback provide individualized care.
- Monitor group activities to maximize fostering community healthy socialization & recreation.
- Calmly prepare transitional activities
- Incorporate dismissal routine as one of the day's crucial activities.
- Work to maintain health & safety standards with snack, lunch, hand washing & toileting

After class:

- Make minor repairs of learning materials using basic arts & crafts materials & skills
- Complete daily notes
- Reflect on individual children & group interactions
- Review & prepare materials for following instructional day
- Review transgressions of ground rules by adults & children & try to analyze possible causes; attempt to find counter strategies

Weekly tasks:

- Double check all learning materials
- Remove all items that need repair replacement or cleaning
- Rotate books
- Note needed janitorial services
- Restructure classroom routine as needed
- Plan involvement of volunteers, parents or special resource people
- Update personal notes
- Meet with co-workers Head of School to share ideas, plan & problem-solve Update long-range class children's records
- Organize special projects