

Teacher's Job Description

Summary of Position:

The Wilmington Montessori School teacher understands and promotes 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 the school's mission and vision. Teachers are in the classroom for 7.5 hours per day.

The Infant and Toddler Teacher "must" be able to lift a child of up to 35 lbs and a Preschool Teacher up to 55 lbs.

Planning, Preparation and Instruction

The teacher creates instruction that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child.

1. The teacher uses the School Curriculum, Montessori Albums, and current research based instructional practices to develop interdisciplinary units of instruction that meet both the group and individual needs of students.
2. The teacher is responsible for maintaining an on-going dialogue with specialty teachers and coordinating curriculum integration and implementation with these teachers.
3. The teacher works with students of various abilities assigned to the classroom, including those with learning differences as diagnosed. The teacher may be required to participate in meetings, training, and planning cooperatives to fully meet each child's needs.
4. The teacher uses various assessment tools/strategies such as observations, children's work samples, continuums of development, portfolios, etc. to help make instructional decisions for individual students.

Classroom Environment/Management

The teacher is responsible for preparing an environment that meets the sensitive period/plane of development of the children he/she works with.

1. The teacher is 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; for communicating needs for the classroom in accordance with school policy, i.e., maintaining inventory of classroom materials and any additional materials needed.

2. The teacher creates an environment that demonstrates rapport with, respect and kindness for, all students as well as between students. The teacher models and teaches conflict resolution and problem solving strategies in the classroom.
3. The teacher should promptly report discipline concerns beyond typical classroom strategies to the Education Director or Head of School. A meeting with parents (and Education Director/Head of School, if necessary) should be arranged.
4. The teacher is 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 the classroom, except when directed by the teacher.
5. The teacher ensures that the physical environment adheres to all health and safety regulations as required by the State of Delaware. The classroom program shall also meet accreditation and licensing standards set forth by American Montessori Society, Middle States Association, and the National Association for the Education of Young Children.

Communication

The teacher is 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.

1. The teacher establishes a positive relationship with parents of the students and maintains regular communication with parents with regard to their child's specific needs. The teacher provides for parent conferences, meetings and communication throughout the school year in accordance with school policy. The teacher responds to parent concerns in a timely manner.
2. The teacher communicates to parents and others in the school community about the classroom and curriculum. The teacher is responsible for a classroom newsletter that goes home to families during the first week of the month. The teacher develops and participates in parent programs that help develop an understanding of the Montessori Curriculum.
3. The teacher completes required Progress Reports in accordance with school policy.
4. The teacher assists in the development of and participates in school functions, including but not limited to Open Houses, Transition Nights, Curriculum Nights, Parent Orientations, Science Nights and the Family Picnic.

Professional Responsibility

The teacher is involved in ongoing self-assessment and refinement of practice in the classroom as well as collaborative professional growth.

1. The teacher participates 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 Education Director or Head of School.
2. The teacher maintains his/her teaching skills and participates in professional development activities (both within the school community and attendance at conferences, workshops, etc.). The teacher is a member of professional organizations including but not limited to the American Montessori Society and is aware of major areas of research in teaching and resources for professional learning.
3. The teacher participates 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. The teacher participates and shares information from professional development activities with colleagues to benefit the learning community.
4. New teachers are required to attend Adlerian study groups and returning teachers are required to attend in three-year cycles.

Related Duties

1. The teacher conducts new student interviews and hosts prospective student applicants in the classroom as requested through admissions.
2. The teacher completes and maintains all records, reports, evaluations, and inventories of student records and tests in a timely manner as may be required by the school.
3. The teacher receives a petty cash allowance for minor items required in the classroom and is responsible for submitting an accounting of these funds.
4. The teacher is responsible for reading and adhering to the guidelines as established in the employee handbook and adhering to all school policies.
5. The teacher who works with assistants is responsible for the training and supervision of the assistant. The teacher is responsible for completing evaluations of assistants in accordance with school policy.
6. The teacher may be asked to participate in the interview process and orientation of new staff members.