



Job Description: Teacher

Daily Requirement: 7:30a-3:30p

Pay: Salary Exempt; Based on credentials and years of experience

Reports to: Instructional Program Administrator

### **JOB SUMMARY**

Under the direction of the Instructional Program Administrator, the Teacher will be responsible for presenting the curriculum to students, participate in parent education and conferences, record-keeping, and assessment. The teacher is responsible for providing a Montessori classroom and instructional program that supports the individual needs of the children in accordance with this mission and vision. The teacher will understand and promote the school's mission, vision, objectives, core values, and policies both within and outside the immediate school community.

### **QUALIFICATIONS**

- B.A/B.S degree in teaching (or related field) from an accredited institution preferred.
- MACTE required or the ability to obtain within three (3) years
- A minimum of three (3) years of Montessori teaching experience
- Familiarity with Tennessee state standards

### **ESSENTIAL JOB FUNCTIONS**

- Maintaining an orderly, calm, respectful, positive, and engaging learning environment for all students
- Presenting individual and group lessons to the students and supporting each child's direction and success.
- Creating individualized lesson plans to guide the students through the curriculum at their own pace
- Meeting regularly with students to work with them in assessing their own success and facilitating an individual path of progress.
- Observing each child to best meet their individual academic, social, emotional, and developmental needs.
- Assessing children for mastery while keeping detailed records of their progress through the curriculum.
- Working with students of varying abilities assigned to the classroom, including those with learning exceptionalities, as well as attending meetings to support children who require it.
- Preparing the Montessori classroom environment to meet the students' needs and interests.
- Assisting in the development of and participates in school functions, including but not limited to open houses, orientation meetings, parent education, and school-wide activities.
- Preparing documents and reports necessary to facilitate parent teacher conferences or other meetings requested by parents or school administration.
- Maintaining student records, reports, evaluations, inventories, and tests.
- Completing all progress monitoring and benchmark assessments on time as scheduled by administration.
- Participating in all assessment-related trainings.
- Preparing student progress reports and assessment reports as required by administration.
- Provides clear guidance and support for the educational assistant on a daily basis
- Coordinating with before- and after-school staff to ensure appropriate, personalized, and consistent out-of-school time services.

**KEY PERFORMANCE MEASURES**

- Provides the Instructional Program Administrator with a comprehensive annual schedule that encompasses the spiral curriculum, field trips, school sponsored events, etc.
- Prepares reports that detail the progress of students’ academic, social, and executive functioning skills at bi-annual conferences
- Conducts orientation twice a year
- Contacts parents as outlined in the communication log
- Meets and plans with the educational assistant weekly
- Prepares and reviews performance reports with the Instructional Program Administrator, as required per grade level
- Prepares individualized weekly lesson plans for all students
- Prepares and submits progress reports, as required per grade level
- Attends and participates in staff and leveled meetings
- Walks around every 15-30 minutes to supervise students
- Writes 6 weeks cultural letter, as required per grade level
- Posts monthly pictures in Transparent Classroom
- Submits the required professional development documentation of hours to the Head of School
- Carries out all specific procedures and responsibilities as outlined by the TMS Employee Manual

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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The Montessori School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, provision of services such as, the administration of educational policies, admissions policies, financial assistance policies, employment practices, and other school administered programs. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, families, volunteers and subcontractors.

Employee Acknowledgement of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Administrator: \_\_\_\_\_ Date: \_\_\_\_\_