



Montessori Lead Teacher Job Description

Requirements Lead teacher must meet the following basic requirements:

- AMS or AMI Montessori Lead Certification and MN Rules, Parts 9503.0032, Subpart 1. Teacher Qualification Compliance.
- At least 1,040 hours experience as an assistant teacher, aide, or student intern, preferably in a Montessori classroom
- CPR/First Aid certification
- Have the physical capacity to work with pre-school/Kindergarten aged children.
- Continued professional development (minimum 15 hours per school year).
- Upon selection, a background check must be passed prior to beginning the school year.

Status: Exempt

Scheduled Hours: 8:00 a.m. – 3:00 p.m., Monday through Friday, following the CDM School Year Calendar. Responsibilities begin during setup week (usually the third week in August) and end the last day of school, or as needed.

Reports To: Executive Director

DUTIES AND RESPONSIBILITIES:

1. Create a safe, enriching environment that is conducive to the teachings of the Montessori philosophy. ***Children are never to be left unattended and the 10 children to 1 teacher ratio is to be maintained.***
2. Offer encouragement, comfort, consolation and the nurturing of children, guiding them toward self-responsibility, self-control and respect for themselves and others. Provide crisis intervention and conflict resolution as needed.

3124 Southway Drive Saint Cloud, MN 56301

320.251.0865 phone 320.230.8739 fax

www.childrensdaysmontessori.org

info@childrensdaysmontessori.org

3. Prepare the children's learning environment so that it will be ready and attractive for the children by the new student orientation (usually the last week of August).
4. Conduct orientation for new students before school year program begins and participate in parent orientation programs as requested by administration.
5. Observe each child individually and guide the child through the prepared materials and environment. In the Montessori tradition, this involves nurturing the development of the whole child—physically, intellectually, socially, emotionally and spiritually, while allowing each child the freedom to explore at his/her own speed and according to his/her own capacities and interests.
6. Maintain an inventory listing and be responsible for all materials in the community; supervise the weekly dusting and cleaning of these materials to insure they are clean, neat and attractive. When appropriate, create new materials to engage children in their unique areas of interest, levels of accomplishment and methods of learning.
7. Keep an itemization of your community expenditures and do not exceed your budgeted allowance. Communicate classroom supply needs to the Office Manager or purchase and complete expense forms for reimbursement.
8. Report impending capital equipment and materials replacement needs to the Executive Director, flagging items as priority that are worn or that have missing pieces.
9. Retain records on the progress, problems, or concerns of each child, and maintain daily attendance to back up the school's security code system.
10. Conduct a minimum of two conferences per year with each child's parents or guardians and a Final Report for children leaving the school. Plan and attend festivals, parent/child events, Open Houses, or other Children's Day Montessori events deemed appropriate.
11. Direct the activities of the Assistant Teacher, interns, or volunteers assigned to the community. Ensure and enhance the success of the classroom by providing Assistant/s and volunteers with appropriate guidance and training. Conduct weekly staff meetings.
12. Maintain a cordial caring relationship with the children's parents and communicate observations about a child to his/her parent/s when appropriate.
13. Establish and ensure an atmosphere of safety, trust and consistency through the implementation of reasonable rules and expectations for the children. Ensure that there are no physical safety hazards in the space used by the children, and provide crisis intervention and conflict resolution when needed.

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14. Provide playground and lunchtime supervision of children as assigned. Teach and model appropriate social behaviors, basic personal hygiene, health and safety and ensure the safety of the children at all times.
15. Encourage and welcome assistance from parents in projects for the community, preparing materials, and reading to children, etc.
16. Work in partnership with the other Lead Teachers to maintain consistency in learning environments and to promote unity among all staff members.
17. Direct problems, issues, or concerns to the Executive Director and implement school policies communicated by the Executive Director or as outlined in the school's Policy and Procedure Handbook in the event of a temporary, unplanned absence of the Executive Director.
18. Attend Staff, Lead Teacher, and planning meetings. Attend seminars and conferences as needed for licensing certification and professional development. In-service training hours must be equal to 1 to 2 percent (dependent on classification) of paid work hours during the year.
19. In case of illness or absence initiate contact for a substitute whenever possible. If you are unable to find a substitute, request assistance from teaching partner or administrative staff to ensure that community is adequately staffed in your absence.
20. Follow mandatory reporting procedures regarding child abuse, neglect or exploitation of children, according to Minnesota Statute 626.5561.
21. Follow licensing guidelines for Minnesota department of Health and Human Services, including maintaining CPR and First Aid Certifications as required.
22. Prepare and submit CDM reports of injury, critical incident, separation, medication administration, and leave forms as required.
23. Perform other duties and responsibilities as required.

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