



The Montessori Seeds of Education, Inc.
Position Description
Montessori Guide

Description

The Montessori teacher is a guide who helps direct his/her students' activities spiritually, mentally, academically, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her fullest potential in these developmental areas, in accordance with Montessori philosophy and procedures for the age group in which an Association Montessori Internationale (AMI) diploma is held.

Duties

I. General Duties

The primary duties of the Montessori Teacher shall include, but shall not necessarily be limited to, the following:

- A. The Montessori Teacher shall perform his/her services faithfully, enthusiastically, and satisfactorily at the School during normal working hours on regularly scheduled school days, and at other times as specified below. The Montessori Teacher agrees to devote full time and attention during normal work hours to his/her duties as a Montessori Teacher of the School. The Montessori Teacher shall not undertake any other employment during the school year without the consent of the Head of School.
- B. The Montessori Teacher will perform his/her duties subject to the general supervision and direction of the Administrator of the School, and subject to the overall supervision of the Board of Directors.
- C. The Montessori Teacher shall abide by all reasonable rules, regulations and policies promulgated by the Board of Directors, faculty handbook, parent handbook, and shall comply with all relevant statutes, regulations and ordinances of the state of New Jersey.
- D. The teacher will adhere to the Association Montessori Internationale (AMI) guidelines and the School's guidelines and professional standards, for the purpose of maintaining excellence. The Montessori Teacher will also exhibit a professional manner.
- E. The Montessori Teacher will complete such reports and maintain such student records as may be reasonably required.
- F. On days mutually acceptable to the Montessori Teacher and the School, the Teacher also agrees:

1. To perform duties pertinent to arrival/dismissal with the other Montessori Teachers and staff employed by the School.
 2. To make available, upon request, one afternoon a month through 4:00 p.m., for staff, professional meetings and workshops.
 3. To meet from time to time with parents for the purpose of informing them of student progress, program content and the means by which parents can best further and supplement the Montessori Teacher's efforts.
 4. To participate in the organized program of parent education as prescribed by The Head of School and/or Board of Directors.
 5. To participate in school events and to provide reasonable availability, contact and communication with parents. (For example, providing educational guidelines for the Montessori classrooms, telephone communications and emailing class news when appropriate).
 6. To make time available to help explain the School's distinctive nature to parents of prospective students, and in other ways to help promote the School.
- G. The Montessori Teacher shall submit all health forms required by the state of New Jersey on or before the start of his/her employment for the school year.
- H. The Teacher's duties also include all the normal functions of supervision of his/her aides, including guidance, development and evaluation with help from the Administrator.

II. Specific Duties Relating to Teaching, Education, and the Classroom

The specific duties of the Montessori Teacher shall include, but shall not necessarily be limited to, the following. The Montessori teacher will:

- A. Demonstrate rapport with, and respect and kindness for, the students with a positive attitude.
- B. Prepare an environment in which the furnishings and materials are complete and correspond to the needs of the group.
- C. Be responsible for the care and maintenance of the classroom materials, i.e., maintain a safe and orderly environment. The children are to be brought into this responsibility.
- D. Be available to the assistant to provide opportunities to share questions and observations.
- E. Supervise and evaluate the Assistant on a regular basis, both formally and informally.

- F. Assist in planning and maintaining such events as Back to School Night, Parent Education evenings, Auction, Art Fair, Science Fair, and School Picnic, etc.
- G. Coordinate curriculum implementation with any specialty teachers.
- H. Maintain an on-going dialogue between Specialty Teachers and Montessori Teachers.
- I. Maintain an inventory of the classroom, with the help of the School Office.
- J. Maintain current attendance records.
- K. Maintain and develop lesson plans for each student.
- L. Attend staff meetings and any special meeting(s) as reasonably requested by the Administrator, and as mutually agreed upon.
- M. Attend at least one pre-planned in-service training session yearly (approved by the Administrator).
- N. Prepare written or typed student evaluations of each child's academic development and social behavior in and at other times as required by the Administrator.
- O. Hold two formal conferences yearly with returning parents concerning the child's progress and specific needs, three formal conferences with new parents, communicate as needed regularly with parents with regard to their child's specific needs.
- P. Maintain current and accurate social, behavioral and academic records.
- Q. Submit academic records and other records during the year as requested by the Administrator.
- R. Accept responsibility (along with the Assistant) for the safety and physical well-being of the children under his/her supervision. **The children are never to be left alone.**
- S. Notify the Administrator, immediately of personal difficulties with the children, parents or staff.
- T. Protect the privacy and confidentiality of each student of the class.
- U. Establish a positive relationship with parents of the students.
- V. Conduct class meetings for parents when appropriate and communicate and cooperate with classroom representatives.
- W. Communicate and cooperate with the Administrator on program changes in accordance with A.M.I. Montessori Philosophy.
- X. Submit news for the "Newsletter" or other communications when appropriate and in a timely fashion.
- Y. Train and supervise children in the execution of Fire Drills and other safety measures.
- Z. The routine is to be clearly established and the building exited with dispatch and order.
- AA. Report any and all accidents/incidents at once. File an "Accident/Incident Report Form" as appropriate.