

White Light Montessori School



Job Description (Montessori Children's House Teacher)

WLMS is currently seeking a qualified Lead Teacher in our Early Childhood program (3-6yrs) to begin in the _____ school year. Our ideal candidate must be AMS/AMI Early Childhood Certified with a Bachelor's degree in a related discipline. Candidates must possess strong communication, organizational, and dynamic classroom management skills. Professional teamwork, peer collaboration, and a positive and kind spirit are required to contribute toward the important work of building relationships with students and families. Prior experience of a foreign language, music and art abilities would be a plus. Reliability, professionalism, experience working with children, excellent communication skills and a team player are essential.

REQUIRED READING

Our Children's House guides must read (and re-read), understand, and fully embrace the principles of authentic Montessori practice as outlined in *The London Lectures* by Dr. Maria Montessori and *A Delicate Task: Teaching and Learning on a Montessori Path* by Catherine McTamane. We find these texts to offer both the structures and policies for the day-to-day work in the Montessori Children's House classroom, as well as support for the spiritual work that is so critical to the success of the Children's House Lead Montessori Guide.

Essential Job Function

The Classroom:

- Cultivate a nurturing, respectful, inspiring, empowering and safe learning environment.
- Put the child at the center of each moment. Always operate with the individual child as your guide.
What does he need? What is he telling me? What sensitive period is he communicating? How can I be the dynamic link to the environment to meet this child's unique needs?
- Know and honor each child, cultivating and celebrating his/her strengths, and gracefully supporting areas of struggle and challenge.
- Addresses students with a calm and caring attitude
- Provide and support deeply engaging learning experiences in accordance with authentic Montessori philosophy and practice.
- Cultivate and generate a completely student-led environment, filled with independence, concentration, wonder, and joy.
- Always keeps children in visual and auditory range
- Create a rich culture of grace and courtesy in the classroom.
- Collaborate and support guides throughout the school to effectively develop, share and participate in learning activities and community events.
- Maintains a neat, well organized, and attractive prepared environment consistent with Montessori pedagogy; Create a beautiful and inspiring Montessori prepared environment, in complete adherence to these principles:
 - Is it for the child?
 - Is it beautiful?
 - Is it necessary?
- Assure that Montessori methods, classroom environment, and individual student needs are well addressed.

- Prepare the Outdoor Learning Environment and utilize this space as appropriate.
- Lesson plan weekly to ensure each child's unique needs are being met in each area of the curriculum with lessons that support and generate curiosity and wonder, a deep love of learning, and strong academic skills.
- Keep accurate records, updated weekly, on individual students' development and needs.
- Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working in the environment.
- Provide supervision over the classroom community and students' work, with a keen awareness of the functioning of the whole while also paying attention to individual and small group needs.
- Strive to observe for at least 15 minutes a day, and record these observations.
- Following the Student Support Protocol for students that present needs.
- Model and teach appropriate conflict resolution and problem-solving strategies.
- Follows the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required; includes the administration of standardized tests (if applicable).
- Assesses the needs of the class and prepares requests for materials, furnishings, framework of the budgeting process; updates inventory list and submits to Head of School on last day of school.

Student Family and Support:

- Works to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and the larger school community; provides individualized tracking of student progress.
- Participates in the admissions process, speaking from time to time with prospective families--at the request of the Head of School.
- Ensure warm and effective connection between home and school, and support ongoing communication among the triad of parents, students, and the teaching team.
- Educate and fully support full parent understanding of the beauty and importance of Montessori Education on the spiritual, academic, emotional, and social development for the young child.
- Provide parent-teacher conferences twice a year to provide feedback on students' intellectual, emotional, and social development.
- Create well written, educational and insightful progress reports and newsletters.
- Provide well-written, insightful updates to parents, using the school's chosen program and adhering to the guidelines and schedule agreed upon by the Direct of Education and Guides. Guides will be expected to write at least one philosophy piece per year (or more, depending on the size of the level team).
- Participate in and lead inspiring parent education events.
- Respond to parent inquiries in a timely fashion, and respectfully and effectively.
- Build strong partnerships with your parents.
- Support communication with parents according to school guidelines.
- Ensure successful transition of students to the next level of programming.

Professional and Personal Growth:

- Model lifelong learning and meet professional development requirements.
- Be a life-long learner, taking full responsibility for your own self-awareness, spirituality, and growth and development.

- Be deeply committed to constantly deepening your understanding of authentic Montessori practice, and implementing the method rigorously and precisely in your classroom and beyond.
- Attend professional development workshops outside of school.
- Create yearly professional goals in partnership with the Educational Director to be supported by your professional development.
- Peer coach, as observer and instructor.
- Observe within the Greenspring Montessori School community and a school outside of the Greenspring community.
- Read at least one book a year to further your understanding of and practice in Montessori education.
- Be open-minded and work in collaboration with the Director of Education and outside consultants to best support students.
- Seek resources for those areas of instruction or curriculum that are not your strengths.

Administrative Responsibilities:

- Assist in the efficient and effective management of the school.
- Follow protocols for managing information (i.e., attendance, record keeping) and completing requests (i.e., purchase orders, supplies, personal days), etc., as further detailed in Employee Handbook.
- Observe and meet all school deadlines (i.e. submitting classroom newsletters, preparing progress reports, etc.).
- Participates in professional activities designated by the Head of School, which may include workshops, curriculum retreats, meetings, grade reporting, planning, and other professional pursuits.
- Attends all pre-announced staff meetings and professional sessions, including staff, level, committee and, evening parent meetings.
- Maintain open communication with administration and colleagues and voice concerns to and seek help from administration in a timely and positive manner.
- Continuously and effectively work with and train assistants in Montessori method and child development.
- Offer leadership and mentorship to assistants, including support with and follow up on goal setting and providing insightful and inspiring evaluations.
- Respond to e-mails within 24 hours – weekends excluded. Copy Head of School and/or Director of Education (as appropriate) on concerning e-mails.

Community Leadership Responsibilities:

- Support the school community as a model and leader of Montessori principles and professionalism.
- Set and lead team meetings twice a month with classroom staff.
- Attend all level meetings, and participate fully, sharing your full intelligence and experience, and offering your full support to the success and well-being of the GMS community. Ensure that each meeting has minutes generated that are shared with the Director of Education.
- Support classroom assistants in goal setting, and offer consistent and supportive feedback to support the assistants' growth and development.
- Train assistants to be fully supportive and aligned with Montessori practice in the classroom, on the playgrounds, and in the GMS community.
- Take full responsibility for creating a beautifully prepared classroom with a fully educated, supportive and prepared classroom team.
- Provide positive and critical feedback (opportunities for growth and development!), support and evaluations for assisting team.

- Be a role model for Montessori to our students, staff, and community at all times.
- Be an unwavering stand for GMS, and who we are as a community and school, and our commitment to authentic Montessori practice.
- Never take things personally. Always take the high road, coming to each conversation in partnership and with a sense of purpose towards common goals.
- Communicate openly, compassionately, and proactively.

COMPETENCIES

- Adhere to WLMS guidelines and standards for the purpose of maintaining quality and excellence.
- Promote professionalism and ethical standards in all relationships in the school.
- Willingness to work hard and as part of a team for a common goal. Respectfully sets and enforces ground rules and classroom behavior guidelines

Reporting Relationships

Reports to Head of School and/or Level Coordinator; provides lead direction to assigned assistants.

Work Area

Assigned classroom or other children's' areas; must secure substitute or leave only at assigned breaks.

Minimum Qualifications

- Strong written and verbal communication skills
- Effectively give directions
- Works well with others
- Passionate about contributing to intellectual and emotional growth of children on a daily basis
- Must pass background check and TB test
- Must have (or be willing to obtain) training and experience necessary to develop consistent, stable, and supportive relationships with young children.

Education and Experience

- BA/BS Degree
- Montessori Diploma (3-6)
- Prior teaching experience

Preferred

- Bachelors degree in education related field
- Master's Degree in related field
- Previous experience in teaching in a Montessori setting
- MACTE accredited Montessori diploma

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and skill in instructional principles, methods and techniques of Montessori program.
- Skill in obtaining, clarifying and exchanging information.
- Skill in classroom management.

- Skill in handling student discipline .
- Ability to organize and coordinate activities.
- Ability to serve as role model and treat students as individuals in a professional manner.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with a variety of people in a multi cultural, diverse setting.
- Ability to make supplemental Montessori materials for classroom.
- Ability to fully participate as a team member in a professional learning community.
- Ability to embrace and incorporate Montessori philosophy.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- Fine hand manipulation (keyboarding).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. WLMS Administration has the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

WLMS supports our faculty with a competitive salary structure and benefits package, a program rooted in AMI standards, a commitment to professional development, beautiful and well equipped classroom environments, strong administrative support, and a rich, working community of Montessori professionals. We are a diverse community that looking for someone to put down roots and become a part of our WLMS family. WLMS is an inclusive school that prides ourselves on meeting the needs of children with many different learning styles.

Salary depends on experience. Interested applicants are invited to send a cover letter (in the body of your email) and resume (as an attachment) to onyedire@whitelightmontessori.com. No phone calls, please.

POSITION DETAILS

This is a 10-month, full-time position, and hours of work and days are Monday through Friday, 7:00am – 4:00pm. Occasional evening and weekend work may be required as job duties demand.