**Montessori Teacher Job Description**

**Position Summary**

The Montessori Teacher is a guide who helps direct his/her students’ activities academically, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her full potential in these developmental areas, in accordance with Montessori philosophy and procedures.

**Major Responsibilities and Tasks**

* Develops lesson plans and manages the learning experiences for students to ensure the needs of the groups and individual students are met
* Assists students toward self-directed learning and normalization
* Maintains a neat, well organized, and attractive prepared environment consistent with Montessori pedagogy
* 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 and parent meetings
* 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 Principal of the school
* 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
* Other job duties as assigned.

**Preferred Qualifications**

* Bachelor’s Degree in E.C.E.
* Montessori Certificate preferred

**Physical Requirements**

* Ability to lift 25-35 lbs
* Ability to walk, kneel, sit, and stand for long periods of time