

## **JOB DESCRIPTION**

### **Mercy Montessori Center**

**Upper Elementary Guide:** *Come work with an amazing team of educators at the oldest Montessori school in Cincinnati. We are a vibrant and supportive community that nurtures the whole child ... and the whole adult! We've been named a top workplace for three years running.*

Job Title: 9-12 Teacher (4th-6th grades) **Cultural Studies: science and social studies**

Date: May, 2021

Department: Faculty

Job Status: Full-Time Exempt

**I. PURPOSE:** Provide educator and instructor to using Montessori principles and practices; establish nurturing environment for development of whole child; communicate effectively with parents and colleagues.

### **II. QUALIFICATIONS AND REQUIREMENTS:**

A. **Education Level:** Bachelor's or Master's Degree in education; 9-12 Montessori credential preferred. Current and valid State of Ohio teacher's Certificate.

B. **Experience Desired:** Some teaching experience preferred; successful student teaching experience required

C. **Physical Requirements:** Constant hand-eye and mind-eye coordination, standing and walking. Repetitive motion with wrists, hands and fingers. Frequent bending, carrying, hearing, lifting and stooping. Ability to travel to any and all places where student activities and instruction take place. Supervisory or teaching responsibilities may involve several minutes of walking long distances over various and uneven surfaces (including steps) to move from one part of the campus to another. In some instances, such as emergencies, this may need to be done at a rapid pace. Access to various locations in the building may require climbing stairs or ramps, opening doors with automatic closures, and negotiating around furniture and tight spaces. Must be able to operate all necessary equipment in the classroom including but not limited to thermostat, lights, doors, phone, fire alarms, and fire extinguishers. Must be able to work outdoors for extended periods over 40 minutes in warm and cold weather. Must be able to communicate and demonstrate lessons and concepts using whiteboards, various equipment and media, Montessori materials, and computers.

D. **Other Requirements:** Excellent written and oral communication skills. Demonstrated ability to use a computer for word processing, spreadsheets, data entry and internet use. Knowledgeable of the best educational practices at the appropriate grade level along with teaching techniques that meet the diverse needs of students. Training in and understanding of the Montessori philosophy and curriculum at the appropriate grade/age level. Skills in human relations, leadership and conflict management.

E. **Working Conditions:** Job requires ability to sit and/or stand for long periods of time, as well as running, squatting and stooping. Possible exposure to communicable diseases, blood, bodily tissue and fluids. Work is conducted in controlled comfortable indoor environment and extreme conditions outside. Exposure to chemicals and fumes are a possibility. Equipment that supports classroom instruction could be potentially hazardous under certain conditions.

### **III. ESSENTIAL FUNCTIONS/SKILLS:**

1. Maintains a classroom atmosphere which is safe and conducive to learning.
2. Creates and maintains a classroom management plan that promotes respect for each individual child and the school community.
3. Must be able to verbally and physically interact with students as needed.
  
4. Establishes a professional and supportive relationship with all students.
5. Plans for and guides the educational experience of students with various learning styles, learning needs and abilities of each student.
6. Provides opportunities for students to assume responsibility and develop independence.
7. Monitors student performance and provides meaningful feedback.
8. Develops lessons and activities that meet the school's graded course of study in an engaging (hands on) manner.
9. Communicates effectively and professionally with parents, co-workers and administration.
10. Engages in professional growth activities.
11. Participates in ongoing professional growth and serves on curricular and extra-curricular committees or groups.
12. Cooperates with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
13. Meets attendance requirements.

### **Other Skills**

- Kindness, willingness to help out with other school tasks as needed - the students' needs come first in this building
- Respect of others, no drama
- Collegial disposition

*Please submit a resume, cover letter, statement of educational philosophy and three professional references by email to Patty Normile, Principal of Mercy Montessori at [pnormile@mercymontessori.org](mailto:pnormile@mercymontessori.org). Materials should be submitted in full no later than June 18th, 2021.*

*Find out more about our school at [www.mercymontessori.org](http://www.mercymontessori.org). We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.*

**Note:** The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not construed as an exhaustive list of all duties that may be performed in such position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.