

KENNEDY HEIGHTS MONTESSORI CENTER
6620 Montgomery Rd.
Cincinnati, Ohio 45213
(513) 631-8135 Fax (513) 631-8183

MONTESSORI TEACHER JOB DESCRIPTION

Montessori Teacher Requirements:

Bachelor's or Associate's degree in early childhood teaching, education, or a related field is required for ages 2 – 6.

Bachelor's degree in early childhood teaching, education or a related field is required for teaching kindergarten curriculum. Meet state determined criteria for kindergarten accreditation

Completed training at an accredited Montessori Program. AMI or AMS certification preferred

Additional courses or training in education would be advantageous.

Passionate about alternative education.

An ability to teach groups of children of varying ages, needs, and abilities.

Patience and excellent observational, communication, and diagnostic skills.

The ability to multitask, keep calm under pressure, and treat everyone with love and respect.

Excellent planning and organizational skills.

A lifelong learner who can be a good role model for children.

Responsibilities:

1. Preparation and maintenance of the Montessori classroom
2. Developing & submitting lesson plans, independent learning exercises, curricula, and methods that cater to the needs of the individual child.
3. Document learning objectives for each child weekly.

4. Complete progress reports as requested quarterly for preschool children and semi-annual report cards for kindergarten children. Updating records on the school database.
5. Instruction and supervision of the assistant teacher
6. Direct the class secretary in assigned tasks
7. Schedule and guide helping parents in the classroom
8. Actively Supervise and engage with children on the playground when appropriate
9. Inform Executive Director of problems or concerns related to children or program
10. Schedule at least one formal parent conference for each child involving their extended day teacher (if applicable) and be available for a formal conference in the Spring.
11. Attend Summer teacher meeting, place, date and time determined by teachers in the Spring.
12. Attend all school parent meetings including but not limited to: Teacher Orientation Night during set up week, Welcome Sunday (August), Fall mandatory parent meeting, 3 Parent Education Nights, 2 Open Houses (February – Wed. evening and April – Sun. afternoon)
13. Work with other teachers in scheduling/presenting Montessori curriculum at Open House meeting, and/or other parent education meeting.
14. Schedule and plan two class parent meetings – Class Orientation in August and Parent/Child Lesson Night in the spring.
15. Participate in In-Service activities
16. Attend staff meetings as determined by the Executive Director
17. Share responsibility on a rotating basis with other teachers in the preparation and maintenance of the kindergarten room and scheduling field trips.
18. Share responsibility on a rotating basis with other teachers in preparing the monthly materials order.
19. Share responsibility on a rotating basis, paired with one other staff, in cleaning the staffroom and refrigerator.
20. Participate in interviews of new families as requested.
21. Maintain confidentiality of children, parents, families and staff.

22. Call school or Executive Director/Business Manager as soon as possible with absence or tardy notice. Secure counterpart to teach kindergarten class during absence
23. Follow center procedures as outlined in the Employee Handbook.
24. Complete 15 hours of Ohio Approved in-service per year as required by Step Up to Quality: 7 hours by 12/31 and a total of 15 by 6/30
25. Complete ongoing required training as required by licensing agencies (ex: First Aid, CPR, Communicable Disease, Child Abuse, etc.).
26. Hold three kindergarten classes each week either 8:30-11:30 or 12:30-3:30, on a scheduled basis
27. Participating in school activities and accompanying students on field trips as needed
28. Establishing rapport and building relationships with students & parents based on trust.
29. Setting an excellent example for students and instilling good values in them like honesty, accountability, understanding, tolerance, respect, love, and kindness.
30. Perform other duties as agreed upon with Executive Director or the Director Delegate in their absence.

5/2022