



Ambrosia Montessori 192 Nickerson Street Suite 200 Seattle, WA 98109

Position Title: Lead Montessori Teacher Primary age group (3 years of age to 6 years of age)

Salary Range: \$48,000 to \$60,000 per year

Reports to: Center Director

Job Purpose:

The role of the lead teacher to create a wholesome, welcoming, supportive environment for the children, the assistant teachers and the families that are a part of your classroom community.

In addition, you are the leader to whom each assistant will look for guidance, training and modeling of the principals, policies and procedures outlined in the Employee Handbook and the NAEYC duties and responsibilities of a teacher. As a lead teacher you will embody the grace and courtesy that is the ideal of our profession. Error on the side of compassion, lead the community in professionalism, demonstrate curiosity, and find joy in your daily experiences. You are an ambassador of our program, and your actions and words matter in every way to the children in your class and in all the classes, to all your fellow teachers and assistants in this building, and to all parents and guests of the school.

The lead teacher is the guide to whom all who enter the classroom will look to for reliability, stability, organization, communication, consistency, excellence in practice, and as a model of kindness, respect and care. The team of teachers with whom you work in your classroom, the other teaching teams in this building, the administration, the children and the families need your leadership.

Minimum Qualifications and employment requirements:

Minimum qualifications will depend on the age group served. The following minimum qualifications are general and the requirements that pertain to your position are checked to the left of the listed requirement. *(Please check all that apply before distributing this job description)*

X	All Higher Education and Certifications to be evaluated and endorsed in MERIT
X	Associate degree - Early Childhood Education or related field
	Bachelor's degree - Early Childhood Education or related field
	Master's degree or greater - Early Childhood Education or related field
X	High School Diploma
	ECE Stacked Certificate
	Montessori Infant / Toddler certification
X	Montessori 3 - 6 certification
	RIE One or Foundations Training
X	STARS BASIC 30 Hour Training
	DCYF Director's Orientation
X	CPR (To include infant/pediatric CPR hands on training and endorsement)
X	First Aid (To include infant/pediatric topics) Bi-Annually
X	Blood borne Pathogens Training Annually
X	Food Handler's Card Bi-Annually
X	Negative TB test, or cleared through x-ray or vaccination record

X	MMR Vaccine or titer immunity
X	COVID Vaccine Series
X	State and Federal Background check through the MERIT system with fingerprints
X	Receive Annual Training as a Mandated Reporter and accept the responsibility of a mandated reporter
X	Receive Annual Safe Sleep Training
X	Complete all required DCYF training not listed above within the first 30 days of employment.
X	Complete 10 hours of continuing education each year according to the DCYF requirements for work with young children

Minimum Physical Requirements of the job:

Initials next to each requirement of this job to indicate that you accept, understand and will perform the physical aspects of this job

Physical Requirement	Initials
<u>Must be willing and able to:</u> lift 50 lbs	
<u>Must be willing and able to:</u> support the Kitchen Staff by washing dishes using the industrial dish washer	
<u>Must be willing and able to:</u> move from floor to standing on a repeated basis throughout each workday	
<u>Must be willing and able to:</u> clean, disinfect and wash soiled items throughout the day	
<u>Must be willing and able to:</u> do laundry	
<u>Must be willing and able to:</u> operate a vacuum and sweep hard floors	
<u>Must be willing and able to:</u> perform all cleaning duties as required by the school, DCYF and the King County Department of Health	
<u>Must be willing and able to:</u> attend school and school community events that may occur outside your scheduled hours. These events will require set up before hand and cleaning after and I understand that this is a part of my job description and requirements.	
<u>Understand and accept that you will be exposed regularly to:</u> contagious illness	
<u>Understand and accept that you will be exposed regularly to:</u> bodily fluids	
<u>Understand and accept that you will be exposed regularly to:</u> cleaning agents	
<u>Understand and accept</u> that you may be required to wear a mask when contagious illness is present in the school. Masks will be provided by school.	

Lead Teacher Essential duties and responsibilities include, however are not limited to:

As a lead teacher you will be expected to implement the Montessori, or RIE philosophy depending on the education and care approach in the classroom you are leading. In addition, you will be expected to understand NAEYC code of ethical conduct attached to this job description. The following is the NAEYC Position Statement. Please read and initial that you agree to each element of the position statement.

NAEYC Position Statement* from the NAEYC Code of Ethical Conduct

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct. To the best of my ability, I will:

Statement	Initials
Never harm children.	
Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.	
Respect and support families in their task of nurturing children.	
Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.	
Serve as an advocate for children, their families, and their teachers in community and society.	
Stay informed of and maintain high standards of professional conduct.	
Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.	
Be open to new ideas and be willing to learn from the suggestions of others.	
Continue to learn, grow, and contribute as a professional.	
Honor the ideals and principles of the NAEYC Code of Ethical Conduct.	

* This Statement of Commitment is not part of the Code but is a personal acknowledgment of the individual's willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education. It is recognition of the moral obligations that lead to an individual becoming part of the profession.

The lead teacher is responsible for the planning and implementation of the classroom curriculum. You will be expected to maintain a stimulating and creative learning environment appropriate to the age and skill level of the children enrolled.

Environment:

A well planned and organized environment is an additional teacher, and this aspect of your performance is of the highest importance. The following elements will help you to be successful, but do not constitute a comprehensive list of tasks.

Task	Initials
Maintain an organized, tidy and clean environment - including cupboards, closets, drawers, classroom and additional storage areas.	
Plan and implement age-appropriate curriculum	
Maintain cleanly and usable materials (materials should be complete as well as clean)	
Teach assistant teachers in your classroom how to maintain materials in clean and usable form	
Teach assistants their importance in the Montessori and RIE curricula	
Reflect on how the children are using the classroom space. Are there areas that are attracting too many children? Are there areas that the children ignore, or avoid?	

Collaborate with your assistants and your fellow lead teachers on your material presentation, your space layout and your classroom organization	
Request replacement materials and repair materials when possible.	
Prepare and introduce new classroom materials in a regular and consistent manner.	
Attend school activities. Assist with planning, set-up and clean-up. These events may be scheduled in the evenings and your attendance is expected.	
Attend ALL In-Service training events. These are required	
Participate in budget meetings	
Participate in assistant evaluations	

Supplemental expectations:

Supplemental Expectation	Initials
Use scheduled planning hours within workday to plan and support the implementation of a high quality curriculum.	
Maintain consumable supplies responsibly (avoid waste and give timely notice when these supplies need replenishing.	
Learn to use Microsoft Teams for internal communication and shared file storage. Training will be provided.	
Maintain respectful relationships and communication every single person that enters our school at all times.	
You may be asked to supervise or support the center by completing tasks such as answering the telephone, talking with visitors etc.	
Please copy or blind copy the administration on all parent communication	
The administration will also copy the entire staff on all parent and staff communication, unless the communication is confidential.	
Periodically prepare article for the school newsletter \ e-letter	
Report any safety hazards immediately and take steps to mitigate the hazard in the moment they are recognized.	
All time off requests must be reviewed and authorized by the director. When time off (well days, vacation, and extra days) has been approved, employee will be advised as to whether a substitute is needed.	
Notify the Director as soon as possible when there will be an absence due to illness.	
Notify the Director promptly if you experience or observe harassment, dangerous behavior, discrimination or questionable activity. Documentation of event and persons involved may be required.	
SUPER IMPORTANT ASPECT OF THE BUILDING...	Initials
Under NO circumstances will I flush anything other than toilet paper in any toilet on the premises. You can and will be held responsible for the cost of repairing the grinder pump if wipes, feminine products, paper towels, anything other than toilet paper is found to be in the grinder pump. This is a basic demonstration of respect for our environment and the environment of the earth.	

Relationships with children and families:

Relationships are the foundation of education and a healthy work environment. The following expectations with respect to children, families and then colleagues, are general and do not constitute a comprehensive list; however, the following provides a framework and ethos to which all employees should adhere.

Relationship Expectation	Initials
Embody grace and courtesy. Demonstrate the respect and love of children that is foundational to the philosophies of Magda Gerber, Emmi Pikler and Maria Montessori, as well as uphold the professional expectations of NAEYC	
Be available to families when topics of concern arise regarding their children. All parent concerns or questions should also be shared with the Director	
Be familiar with the developmental milestones for the children within the age group your classroom serves.	
Be familiar with family cultures and sensitive to communication styles	
Share responsibility for personal care of the children i.e. diapering, toileting, washing, etc	
Be familiar with persons delivering and picking up children from school. If you are not familiar with the pick-up person, ask for ID and check the "Authorized to Pick-Up" list for that child.	
Keep clear and up to date records of the children's development	
Notify the Administrator when a "special concern" conference between Parent and Teacher may be necessary. i.e. speech or hearing concerns, behavioral concerns, etc.	
Report any incident that is suggestive of child abuse or other situations that cause concern.	
Do not discuss a child with anyone other than the child's parents and staff involved.	
Encourage parent participation throughout the year	
Value the children	
Value the parents	
Value all the people in the school at all times	

Expectations of relationships with administration, peers, team and support staff:

Relationship Expectation	Initials
Train and guide assistant teachers, volunteers and substitute teachers assigned to the classroom by preparing clearly written guidelines of your expectations.	
Working closely with assistant teacher to ensure clear and consistent guidance of the children.	
Be a role model of professionalism and a resource for staff and parents	
Work as a team with other lead teachers to plan and implement smooth transitions for children moving into the classroom as well as daily transitions	
Help to mentor assistant teachers who wish to continue their education	

Communicate daily with administration about any concerns, discoveries or questions	
Value the input of assistant teachers, support staff and administration	
Always maintain professional standards, act and speak with kindness and compassion. Patience is a critical performance expectation.	
Share responsibility for supervising children while outside at play, on field trips, and during other special events	
Maintain a count of children in your care and know where every child under your supervision is at all times. This may include children from other classrooms.	
Be a team player. Notice when extra help is needed and give support to fellow staff and administration.	

Lastly, Prohibited Behaviors:

The following is NOT a comprehensive list of prohibited behaviors. Please avoid behaviors that humiliate, discriminate and punish any member of our community and report any concerning behaviors to the administration promptly.

Prohibited Behavior	Initials
Corporal punishment (spanking or physical harm of any kind)	
Child restraint.	
Custodial interference. Only a court order can be used to refuse a previously identified parent's custodial rights	
Time out	
Withholding food	
Withholding outdoor play	
Harassment	
Discrimination	
Physically forcing a child to eat, sleep, or wear an item of clothing when a child refuses. Parents will need to be informed of the refusal and our limitations to force an outcome	