



## Position Description Early Childhood Lead Teacher

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Sweetbay Montessori is seeking a full-time, certified Montessori Early Childhood teacher to join our small but growing self-governed, non-profit Montessori school.

Sweetbay Montessori School is located in the bayside community of Freeport, Florida, just north of the coastal resort communities of South Walton county and the beautiful white sand beaches of the Emerald Coast. Our area has a small town, old Florida feel, is active in the arts, culture, and music, and celebrates life lived out-of-doors.

Sweetbay is a young school seeking a Montessorian who desires a collaborative role in the development of our school and programs. A training sponsorship to an accredited Montessori Early Childhood teacher training program is available for applicants who are otherwise exceptionally qualified.

### **DUTIES and RESPONSIBILITIES**

Include but are not limited to:

- Embody the Montessori philosophy, displaying a deep respect and love for children.
- Maintaining a healthy, clean, and safe environment for the children in your care.
- Preparing the learning environment in accordance with Montessori educational method.
- Establishing, modeling, and reinforcing classroom rules and expectations.
- Protecting the lessons from interruption.
- Redirecting children to work.
- Supervising children in the classroom and play yard.
- Observing and responding to children's needs, emergencies, and conflicts that may occur while they are at the school.
- Ongoing assessment of student progress and maintenance of current and accurate student records.
- Communicating student progress with parents.
- Other duties as assigned by the Head of School.
- Lifting a minimum of 45 pounds.

Sweetbay Montessori School is an equal opportunity employer committed to maintaining a school environment free from discrimination or bias in any form, including but not limited to race, color, nationality, religion, cultural heritage, political beliefs, marital status, sexual orientation, or disability.

## **QUALIFICATIONS and SKILLS**

- Montessori Early Childhood credential,  
*(or willingness to complete the requirements for a Montessori Early Childhood credential (AMS or AMI) from a MACTE accredited training center).*
- High School diploma, High School equivalent, or higher education
- Completion of Florida Department of Children and Families (DCF) Mandatory Introductory Training (40 hours),  
*(or willingness to complete training within 12 months of hire).*
- Completion of Florida DCF Early Literacy Training,  
*(or willingness to complete training within 12 months of hire).*
- Certification in First Aid and Pediatric CPR,  
*(or willingness to complete certification).*
- Must complete a Background Screening through Florida DCF with a status of Eligible for Child Care and Summer Camps.

## **EXPERIENCE**

The preferred candidate 3 or more years of experience in early childhood education.

## **COMPENSATION and BENEFITS**

- Competitive 12-month or 10-month salary, commensurate with experience.
- Staff discount on tuition for children or grandchildren.
- Other benefits as approved by the Board of Directors as the school grows.