

## Faculty Development Job Description: Lead Teacher / Co-Teacher

### Job Summary:

The Montessori Lead Guide/Teacher, with the support and supervision of the Director of Education and Administrative Assistant, is expected to establish and maintain a quality educational program, which follows the Authentic Montessori philosophy and pedagogy and Early Childhood Education model by fulfilling the following:

### Professional Requirements and Duties: duties include, but are not limited to, the obligations to:

- The Lead Montessori Certified Guide is required to follow all standards in accordance with the American Montessori Society, the Middle States Commission on Elementary Education and the Michigan Department of Health.
- Teach and supervise all students in Lead Teacher's class in the Montessori method and curriculum in all academic and specialty areas of study.
- Prepare and have available weekly lesson plans and record students' progress.
- Maintain current ongoing records (conference summary forms, progress and observation notes) on all students in your charge and have same available for School's review upon request. Maintain the confidentiality of all such records.
- Organize work so that daily time is available for recordkeeping, meetings with team members as deemed reasonably necessary by School.
- Prepare materials and maintain their cleanliness and good condition.
- Be responsible for the safety and physical well-being of all students in your charge at all times.
- Demonstrate the ability to relate joyfully to children. Exhibit emotional maturity and stability.
- Demonstrate appropriate and professional behaviors at all times when in the school building, during classroom, outdoor times, and whenever you are in the surrounding school neighborhood.
- Share your Montessori and child development knowledge with parents through a weekly newsletter.
- Maintain ongoing communication with team members. Share all information with the teachers on your team.
- Plan and implement a classroom schedule identifying a fair and equitable distribution of job responsibilities.
- Assist in the maintenance and cleanliness of classroom and all shared spaces at school.
- Report broken materials, equipment and/or playground issues to the Director of Education.
- Teamwork: Supervise, guide, and teach your Assistant teachers and substitute teachers in the Montessori method.

### Administrative Duties:

- Be in attendance at all development sessions, staff meetings, open-house events, or classroom socials.
- Prepare and participate in parent conferences as determined by the school, at its sole discretion, and as requested.
- Communication: Return parent telephone calls within the same day. Check all e-mail messages daily and reply within 24 hours. Check telephone messages twice daily.
- Write all reports requested to end-of-the-year reports for all eligible students, in a timely manner.
- Maintain the school calendar, memos and ensure that all information is updated for the current school year.
- Comply with Child Safety regulations, CPR and First Aid trainings up to date.

### Policy/Procedure Duties:

- Always follow school's discipline policy at all times. Monitor Children at all times.
- Child Abuse report: any incident of unexplained bruises, cuts, burns, etc., or any suspected child abuse should be reported to the Director.
- Follow all School policies and procedures as stated in the Employee Handbook and the School's Rules and Regulations, as presently existing or as may hereafter be amended.
- Report any and all accidents or incidents immediately and prepare a written report.
- Any additional duties as determined by the Director of Education and/or Head of School.
- Co-Lead teachers and assistants must work cooperatively to ensure that all the above is successfully achieved.