



*Children's House of Durango, LLC
Montessori Education*

1689 West Third Avenue Durango, CO 81301
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Substitute Teacher Job Description

Substitute Teacher Qualifications

- Experience with Early Childhood Education or extended experience working closely with young children
- Lead Teacher Qualification or Montessori training is recommended but not required for the substitute position
- Reliable, Communicative, Interested in being part of a team

At present, the curriculum consists of Montessori based Practical Life, Sensorial, Language, Mathematics, and Cultural curriculum, which includes topics such as Science, Geography, Music Appreciation, and Art. The following are the qualifications for our full-time lead teachers.

- Create a curriculum that follows Montessori philosophy and Colorado state guidelines
- Create a positive environment for student learning
- Develop Montessori-influenced works
- Maintain a cleanly, peaceful, and orderly environment. This includes the materials, the classroom, and personal self
- Establish and enforce rules for behavior and procedures for maintaining order in a positive manner
- Teach social/emotional skills, proper eating habits and personal hygiene in addition to academics
- Give lessons on materials
- Observe and evaluate children's performance, behavior, social development, and physical health
- Maintain a student observation notebook and writing student evaluations/progress reports
- Promote independence, confidence, coordination, and self-discipline
- Facilitate homeroom lunches and birthday celebrations
- Facilitate rest time
- Prepare lessons and facilitate one kindergarten specific afternoon class
- Facilitate educational fieldtrip and activities appropriate for both the larger school body and specific to the kindergarten students
- Maintain communication with parents
- Communicate effectively with fellow staff members and director
- Facilitate conferences with the parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development
- Attend monthly staff meetings, parent night presentation, and special events
- Participate in professional development opportunities
- Help prepare for and attends Children's House annual Spring Sing celebration.
- Maintain the Colorado State requirements for the title of Early Childhood Teacher within a Large Child Care Center, including the required minimum of nine professional development hours per year
- Understand and follow the Policies and Procedures of Children's House
- Be prepared for emergencies
- Adhere to the following "Classroom Guidelines" (on reverse)

Classroom Guidelines

1. Be a good role model for the children, in your actions, words and the way you present yourself.
2. Children must not harm the materials.
3. A child may not disturb another child's work.
4. Address children and adults by their first name.
5. Sit on chairs or the floor and kneel or stoop to a child's level when speaking to them.
6. Use as quiet a voice as possible to convey your message. A pleasant, calm, friendly tone works well.
7. Take time out to enjoy friendly conversations with the children. Always let children initiate conversation.
8. Speak clearly and wait patiently for a response from the child. Avoid talking for the child.
9. Carry only one object at a time in front of the children.
10. Replace your chair under the table when you get up, even for a short time. When sliding your chair under the table or getting out of it, make sure you do not have any objects in your hand.
11. Move gracefully, subtly, and slowly through the environment. Limit movement through the environment and observe while stationary or seated when possible.
12. Observe the entire classroom. Limit the time spent with one child, be aware of what is happening around you.
13. Try to engage "wanderers" in "work."
14. Be extra careful to say "please", "thank you", "excuse me" etc. in front of the children at appropriate times.
15. Treat each child with respect at all times.
16. Always be pleasant and smile often around the children.
17. Try not to interrupt a child's concentration.
18. Use specific, descriptive language, "Please use the blue paper on top of the science table."
19. Guide a child, as a means of discipline. Explain in a positive manner, what they can do instead of what they can't. For example, "You need to..." or "You can use walking feet inside, running is for outside."
20. When it is necessary to speak to a child about their behavior, please remove the child from the group and speak to them one on one. This displays mutual respect.