



Montessori School of Cheyenne

Where exploration fosters a love of learning.

Job Description

Job Title: Lead Teacher

Reports to: Director/Assistant Director

Qualifications:

- AMS certification for the appropriate age group or self-guided Intern
- Associates Degree (Bachelor's Degree preferred) or an equivalent as determined by the Director and/or Board of Directors

Each employee, as an important member of the Montessori School of Cheyenne community, makes a positive contribution to the character of our community, helps maintain a respectful and cooperative atmosphere, shares responsibility for the safety and wellbeing of its members, and cooperates in the administration of MSC policies and procedures.

Responsibilities:

1. Environment:
 - a. Prepare materials and set up the classroom at the beginning of the year.
 - b. Keep the classroom organized.
 - c. Inform the assistants about what is expected.
 - d. Keep the classroom clean and clutter free.
 - e. Make sure the classroom has all necessary supplies for the children.
 - f. Make sure the classroom is ready each morning regarding supplies, chair placement, dishwashing, snack, prep, etc.
 - g. Continuously evaluate the work on the shelves to meet the needs of the children.
 - h. Ensure that materials are complete and in good condition.
2. Classroom Management:
 - a. Above all, love the children and make them feel safe.
 - b. Facilitate conflict resolution among the children.
 - c. Set the daily routine, classroom rules, and playground rules.
 - d. Provide consistency when enforcing these rules and routines.
 - e. Stay in your classroom and be engaged with the children. Be a role model to others. Complete tasks outside the classroom as quickly as possible.
 - f. Maintain a level of control over the classroom at all times.
 - g. Train and supervise children and assistants in the execution of fire drills, tornado drills, and safety procedures.
 - h. Actively work on having a peaceful classroom and peaceful children.
3. Personnel/Staff Management:
 - a. If co-teaching, be completely fair regarding workloads and material making.
 - b. Establish a professional relationship with all staff; working cooperatively to meet the needs of the children at all times, including before and after school programs.
 - c. Be available to work late or come in early if needed. Otherwise, be on time for work.
 - d. Train, supervise, and coach all assistant teachers in the classroom with a positive approach.

- e. Organize and delegate cleaning responsibilities for all members of the classroom, i.e. shelves, materials, animals, walls, trash cans, dishes, tables, chairs, etc.
 - f. Share special event responsibilities with other head teachers if events are combined.
 - g. Serve as a role model for how a Montessorian should act in the classroom such as keeping conversations with other staff members professional, body placement in the room, focused on the children, etc.
 - h. Continuously make assistants aware of classroom procedures, rules, incidents, and routines, plus concerns and changes.
 - i. Continuously communicating with assistants on projects, unit studies, etc., so they may prepare activities as well.
 - j. Help the assistants to perform tasks correctly and to grow as teachers.
 - k. Facilitate conflict resolution within the classroom. Solve disputes before going to the office.
 - l. Have a positive attitude at all times.
 - m. Provide assistants the opportunity to have input into the program.
 - n. Use appropriate and positive discipline and guide assistants so that discipline is consistent.
4. Parent Relations/Communication:
- a. Responsible for handling all parent communication, including discipline issues and conferences.
 - b. Coordinate with parents and professional personnel as necessary to meet the individual needs of the children.
 - c. Go the extra mile for the parents, listen to concerns and meet their needs within our ability.
 - d. Have positive communication with parents on a daily basis, i.e. drop off, dry erase boards, and notes.
 - e. Conduct required conferences with parents as scheduled in the yearly school calendar.
 - f. Keep parents informed through classroom newsletters and emails.
 - g. Develop a professional, supportive relationship with parents.
 - h. Prepare presentations for parent meetings, school sponsored events, and special meetings as outlined in the school calendar.
 - i. Be present at all parent meetings, school events, and special meetings.
5. Professional Development:
- a. Attend all staff meetings.
 - b. Remain current on training hours.
 - c. Attend related workshops, seminars, classes, etc. to improve and enhance skills as a teacher
 - d. Prepare self-evaluations and set professional goals as requested by the Director.
6. Curriculum/Philosophy:
- a. Execute the Montessori philosophy and curriculum in an appropriate manner.
 - b. Plan for future weeks and have an outline available.
 - c. Present Montessori lessons to all the children and know exactly where each child is at academically.
 - d. Present structured line time lessons/activities every day.
 - e. Complete observations of children to be used in designing lesson plans, material prep, classroom design, etc.
 - f. Monitor student progress and keep detailed records of the progress of each student. Prepare progress reports as needed.
 - g. Engage in activities to renew skills and stimulate ideas.
-

I have read and understand my responsibilities as a Lead Teacher at the Montessori School of Cheyenne.

Printed Name

Signature

Date

Director Signature