



# Steamboat Springs Montessori

PO Box 775104 • Steamboat Springs, CO 80477 • (970)-879-8108 • [www.ssmontessori.org](http://www.ssmontessori.org)

## Lead Teacher Job Description

### **Responsibilities:**

#### **Curriculum, Materials, and School Performances**

- Establish and maintain Montessori classroom culture, paying particular attention to the needs of students/parents new to Montessori
- Implement and update curriculum as student needs dictate, and recommend Board expenditures on needed materials
- Plan, prepare, and maintain all units of study, lessons, and “works” - including obtaining and returning children’s library books
- Plan and prepare children and all materials needed to perform an annual presentation for school families & the Kindergarten Graduation
- Schedule all guest presenters and organize all field trips, including securing field trip drivers
- Give lessons when needed

#### **Parent Education, Meetings, Conferences:**

- Communicate via newsletters with parents about their children’s school lives every 2 weeks
- Conduct or be responsible for implementing Parent Education nights during the school year
- Contact and meet with specialists and/or parents regarding children with special needs
- Prepare for and schedule 2-3 individual communications with all parents during the year- including 2 parent conferences, Montessori Community Programs, parent Visitations, and 2 Open Houses (Fall & Spring)
- Schedule and work with SPE Montessori teachers for any joint Parent Nights, programs/performances, and Kindergarten visitations
- Meet individually with prospective parents and students
- Schedule parent observations for perspective parents

#### **Record-Keeping:**

- Carefully observe and keep daily records on each student’s individual progression through the classroom, always being available to offer gentle guidance
- Organize a record-keeping system for aides regarding children’s works
- Complete individual Montessori records including Parent Teacher Conference forms for all students for their permanent folders 2x/year
- Complete individual Work Sampling forms on participating students 2x/year in the Fall and Spring
- Complete Kindergarten Report Cards (May/June)

- Prepare and deliver Kindergarten files to SPE Montessori teachers for Kindergarteners continuing in the Montessori lower elementary program
- Keep a school calendar that records children who begin staying for lunch and the afternoon throughout the year
- Keep a school calendar of events – determined by meetings with the School's office manager, the VNA Nurse, Spanish instruction and Bud Werner librarians to set dates for the year

### **Supervision of Classroom Assistants**

- Advise the board on the hiring of classroom assistants, making sure an effective team/learning environment is created and maintained through careful oversight of/feedback to those aides
- Conduct weekly staff meetings
- Schedule regular meetings with office manager
- Conduct 5-10 hours of in-service training within the first month of the opening of the school
- Inform staff of licensing requirements for themselves and the building. This includes being responsible for the staff members to be fingerprinted, complete paperwork and maintaining employees files at the school
- Participate in staff evaluations – Spring 2008
- Serve as Catherine's supervising teacher during her internship – including daily mentoring, weekly planning/advising meetings, and evaluation forms
- Report to Board on intern's progress monthly
- Call/find substitutes for staff members in emergency situations

### **Administration – Board, Volunteers, Building, Supplies, Scheduling**

- Serve as the liaison for the classroom to the Board paying particular attention to ensuring that the Boards' policies on safety, school licensing requirements, staffing minimums, and Board policies for the school are adhered to – including completing a monthly health and safety checklist
- Attend monthly board meetings as a non-voting member, give staff report at meetings
- Plan, prepare, and organize all materials for parent volunteers, including but not limited to, weekly photocopying folders, parent reader sheets, gardening and sewing materials, and learning materials to be made/assembled
- Ensure that the building, materials and playground are clean, safe and maintained – (e.g. daily vacuuming and cleaning). Report any maintenance issues to the office manager
- Care for all classroom animals and plants
- Check and read school email weekly – downloading and sharing professional articles with assistants
- Organize staff work days for changing out materials, cleaning, reorganizing works, and providing feedback and in-services as needed.
- To be familiar with the Parent's Handbook and Steamboat Springs Montessori policies

**Absence:** In the event of an absence, the teaching assistant is expected to arrange for a substitute as far in advance as possible. In an emergency, contact the lead assistant teacher and the office if no substitute has been found. Notify the office as to the date, time and expected duration of your absence.

**Reports to and is Employed by:** The Board of Steamboat Springs Montessori.

**Hours:** 7:45 a.m.-3:30 p.m. Mon.-Thurs., 7:15 a.m.-3:15 p.m. Fri. including a half-hour lunch break.

**Requirements:** Lead Teacher must meet the following basic requirements:

- Montessori certification for primary class level
- At least 1 year experience in a Montessori primary classroom at the age level (internship could be considered to meet this criteria)
- CPR/First Aid certification
- Currently Director Qualified in Colorado
- A clear record through fingerprinting
- Knowledge of Colorado Content Standards for Kindergarten
- Have the physical capacity to work with pre-school/Kindergarten aged children (includes but is not limited to: bending, minor lifting, working on the floor)