

Montessori Center for the Young Child Job Description Academic Director

<p>Reports to Supervises Position Responsibly</p>	<p>General</p>	<p>Owners All the teaching faculty Full time</p> <p>The Academic Director (Director) is the operating officer appointed by the Members to administrate and implement the school's mission and operating policy. The Director provides day to day educational leadership for the school. The Director formulates and carries out the school's educational mission and establishes policies and procedures to ensure that the school maintains the quality of the educational program.</p>
	<p>Communication</p>	<p>The Director will bring to the attention of the Members such matter and data about the needs and operation of the School as are appropriate to keep the Members fully informed to meet their responsibilities.</p>
	<p>Organization</p>	<p>The Director recruits an appropriate teaching team for the school. The Director will delegate to the lead teachers such that they will be prepared collectively to lead the School should the Director be absent. Promotes an internal organization that permits effective communication within the teaching staff.</p>
	<p>Planning and Analysis</p>	<p>Reviews and approves staff's monthly lesson plans for the school. Participates with the members in the strategic plans for the school. Implements benchmarking comparison with similar institutions via testing, external analysis and critiques. Remains abreast of trends in research in education, particularly those affecting independent school operation and educational leadership.</p>
	<p>Programs</p>	<p>Designs, implements and administers student programs appropriate to the needs of those enrolled and consistent with the values and teaching styles of the Montessori approach. Sets standards of participation and achievement in each of the following areas</p> <ul style="list-style-type: none"> • Academic Assures that the curricular scope and sequence as well as instructional strategy reflect the Montessori philosophy and scope • Provides leadership in curriculum development

- Provides assistance to support staff in their development of programs that reflect the Montessori philosophy and goals.
- **Co-Curricula** Organizes activities, elective offerings, formal cultural exposures and athletic activities to round out the school's program and provide for student interest and development
- **Character development** Implements formal programs that relate to counseling and advisory programs, and a system of positive discipline that promotes kindness and courtesy.

Personnel	<p>Defines the teaching faculty positions needed to implement the School's program and recruits highly effective teachers and staff. Establishes productive working conditions, discipline, training and development for all professional staff.</p> <p>Assures that the staff understand and share the Schools Montessori philosophy and goals</p> <p>Determines standards and takes appropriate steps to measure and maintain satisfactory performance and professional growth among subordinates and through them all professional employees. The Director shall have the responsibility to dismiss faculty that fail to meet the standards.</p> <p>Establishes practices and procedures to promote harmonious and constructive relationships among all the School's professional staff.</p>
Program support	<p>Works with the faculty to identify curriculum needs in terms of teaching materials and program support</p> <p>Holds general responsibility for the safety and well being of the School's students.</p> <p>Approves and administers rules and procedures governing the student body.</p> <p>Oversees the evaluation of student progress and systems for communicating with parents. Works with the faculty to develop and implement procedures for tracking student progress. Meets with the faculty regularly to discuss student progress and assures and facilitates contact and follow up with families as needed.</p> <p>Strives to create and maintain an aesthetically attractive environment.</p>
Finance	<p>Prepares with the Administrator an annual budget proposal for submission to the members.</p>
Enrollment	<p>Recommends enrollment objectives with respect to student numbers, character and qualities to predict success at the School and executes programs to achieve them.</p> <p>Establishes and administers standards and procedures for</p>

admissions and dismissals.

Institutional
image

Interprets the School and its programs to the public and strives to personify the school.

Montessori Center for the Young Child Job Description Lead Teacher

Reports to	Academic Director (Director)
Supervises	Assistant teachers and Interns
Position	Full time
Responsibly	General
	<p>The Lead Teacher is responsible to provide for the care, guidance, emotional needs, educational and developmental experiences for children in their assigned classroom.</p> <p>The Lead Teacher will create a prepared environment that reflects the Montessori philosophy and goals.</p>
Communication	<p>The Lead Teacher will bring to the attention of the Director such matters and data about the needs and operation of the School as are appropriate to keep the Director fully informed to meet her responsibilities.</p> <p>The Lead Teacher will write a monthly classroom newsletter outlining achievements in prior month and goals for the forthcoming month.</p> <p>The Lead Teacher will conduct parent conferences bi annually and upon the parents' request.</p> <p>The Lead Teacher will notify parents of unusual circumstances to include infectious disease, injury accident or incident verbally, if appropriate, and by completing the accident/injury report.</p> <p>The Lead Teacher will comply with law regarding expectations of schools in the prevention of child abuse. School personnel are required to report any suspicion of child abuse. Suspicions may include verbal reports by children, unusual marks or bruises NOT reported by parents and observed by school personnel suspicious behavior of children, verbal or physical abuse observed by school personnel, excessive unexcused absences.</p>
Organization	<p>The Lead Teacher shall advise and comment to the Director during the recruitment process of an appropriate teaching team for the school.</p> <p>The Lead Teachers will be prepared collectively to lead the School should the Director be absent.</p>
Planning and Analysis	<p>The Lead Teacher shall plan, supervise and implement class programs in accordance with the philosophy of Montessori education.</p> <p>Develop and prepare monthly lesson plans appropriate to the children of the assigned classroom.</p> <p>Remain abreast of trends in research in education, particularly those affecting independent school operation and educational</p>

leadership.

Programs

Designs, implements and administers student programs appropriate to the needs of those enrolled and consistent with the values and teaching styles of the Montessori approach.

- **Academic** Plan, supervise and implement class programs in accordance with the philosophy of the Montessori curriculum.
Prepare classroom materials to reflect the developmental needs of the assigned children.
Observe and interact with each child regularly, including occasional observation of free time activities (e.g. recess, rest period)
Give individual and small group demonstrations consistent with observed sensitive periods, learning needs, and interests.
Conduct circles and large group activities
Prepare and demonstrate Montessori materials on a daily basis as described in lesson plans.
Maintain a stimulating educational environment.
Direct children and assistants in a positive and respectful manner.
Keep accurate records of presentations including progress of each child within each area of the class room.
Provide monthly lesson plans to the Director.
Maintain a neat and orderly classroom to include dusting, mopping and vacuuming as necessary.
Ensure all classroom supplies are sufficient.
Any other duties as assigned by the Director.
- **Co-Curricula** Participate in other activities consistent with Montessori and classroom objectives, elective offerings such as art, music, cooking, formal cultural exposures and athletic activities to round out the school's program and provide for student interest and development
- **Character development** Implements formal programs that relate to counseling and advisory programs and a system of positive discipline that promotes kindness and courtesy.

Personnel

The Lead Teacher supervises teachers, assistants and interns to insure consistent demonstrations and use of Montessori equipment and other materials.
Assign and supervise specific duties and responsibilities to teaching staff.
Share classroom tasks and responsibilities, taking individual talents and interests into account.

Provide monthly meetings with classroom staff to allow open discussion of problems, ideas and lesson plans.
Provide guidance to staff as necessary to insure that their interactions with the children are consistent with Montessori philosophy and classroom procedures.
Assist in communicating administrative policies, procedures and expectations to classroom staff.
Evaluate the classroom staff conscientiously and honestly.
Observe the daily performance of interns and meet weekly with interns to review progress, successes and difficulties.
Communicate changes in the child circumstances as appropriate to the other staff members.

Program support	Works with the Director to identify curriculum needs in terms of teaching materials and program support Holds responsibility for the safety and well being of the students while at school. Strives to create and maintain an aesthetically attractive environment.
Enrollment	Recommends to the Director that the character and qualities of children enrolled are sufficient to predict success at the School.
Institutional image	Interprets the School and its programs to the public and strives to personify the school.

Montessori Center for the Young Child Job Description Assistant Teacher

Reports to Supervises Position Responsibly	General	<p>Lead Teachers N/A Full time and Part time positions. The Assistant teacher, (Assistant) is responsible to provide for the care, guidance, emotional needs, educational and developmental experiences for children as directed by the Lead Teacher. The Assistant is to provide an example to the children in maintaining the prepared environment. The Assistant acts so that the Lead Teacher has time and is not interrupted while she makes observations and presentations to the children.</p>
	Communication	<p>The Assistant will bring to the attention of the Lead Teacher such matters and data about the needs and operation of the School as are appropriate to keep the Lead Teacher fully informed to meet her responsibilities. The Assistant will comply with law regarding expectations of schools in the prevention of child abuse. School personnel are required to report any suspicion of child abuse. Suspicions may include verbal reports by children, unusual marks or bruises NOT reported by parents and observed by school personnel suspicious behavior of children, verbal or physical abuse observed by school personnel, excessive unexcused absences.</p>
	Organization	<p>A Montessori class room is different from any classroom that you have seen before. Each piece of equipment (not toys) is designed to attract the child during a sensitive time when the child is ready to learn. The children are free to move around the room and talk. This does not mean that the class should be noisy or children may disrupt other children's work.</p>
	Planning and Analysis Programs	<p>Care of the Environment</p> <ul style="list-style-type: none"> • <p>Care of the child</p> <ul style="list-style-type: none"> • The assistant should model the behavior that we expect from children, clean up after activities, talk in a quiet voice never shout, walk without noise, behave with grace and courtesy.

- Maintain a clean orderly environment. (If the equipment is always returned to its place the children feel it is the natural completion of a task.) Encourage you to ask the children to help with cleaning.
- Encourage all children and adults for correct behavior.
- Maintain a system of positive discipline that promotes kindness and courtesy. (Children want to please you so they want to obey. Remember that we are aiming for self-discipline by presenting them with known boundaries and encouraging them to make decisions within those boundaries)
- Discipline. Remove the child from the group and invite him to watch the others. Since the group is behaving correctly use them as a model. It is not necessary to say anything else. Often the child just needs the chance to calm down. Do not point out the negative aspects of his behavior. “Bad” “Naughty” etc are not to be used. NEVER DEPRIVE A CHILD OF FOOD OR DRINK OR USE CORPORAL PUNISHMENT.
- If it becomes necessary to remove a child from the class confer with the Lead Teacher and the Director. Generally a child is removed **only if he shows by repeated infractions of the community rules that he cannot handle himself correctly in this situation**
- Work time. The Lead teacher will make presentations to children during the day. The assistant is to free the lead teacher for this activity, keep children away from the Lead Teacher while she is giving a presentation. While the lead teacher is working with one child or group of children the remainder of the class is free to choose work from past demonstrations. Each child must and wants to repeat inner satisfaction. So you will see children taking out the same exercise several times. If a child cannot decide what to do you may suggest that he repeat a particular exercise demonstrated before.
- Group time. Model correct behavior. Sit correctly and pay attention to the lead teacher. If children are being disruptive go behind the circle and squat between them and direct their attention back to the lead teacher.

- Observe quietly. Do not converse with other adults in the room. Save questions for after class

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- **Co-Curricula** Participate in other activities consistent with Montessori and classroom objectives, elective offerings such as art, music, cooking, formal cultural exposures and athletic activities to round out the school's program and provide for student interest and development
- **Character development** Use a system of positive discipline that promotes kindness and courtesy.

Personnel

Participate in monthly meetings with lead teachers and the Director to allow open discussion of problems, ideas and lesson plans.

Program support

Holds responsibility for the safety and well being of the students while at school.
Strives to create and maintain an aesthetically attractive environment.

Enrollment
Institutional
image

Interprets the School and its programs to the public and strives to personify the school.

Montessori Center for the Young Child Job Description Administrator

<p>Reports to Supervises Position Responsibly</p>	<p>Members N/A Full time. General</p>	<p>The Administrator shall maintain all documentation relevant to the operation of the School as required by DHSS. Ensure that financial reports are prepared and taxes paid</p>
	<p>Communication</p>	<p>The Administrator will bring to the attention of the Members such matters and data about the needs and operation of the School as are appropriate to keep the Members fully informed to meet their responsibilities.</p>
	<p>Organization</p>	<p>The Administrator shall select outside accountant to prepare financial reports and tax payments. The Administrator reports to the members.</p>
	<p>Planning and Analysis</p>	<p>Participates with the members in the strategic plans for the school.</p>
	<p>Programs</p>	<p>Prepare employee handbook Prepare parent handbook Prepares with the Director an annual budget proposal for submission to the members Maintains the Enrollment documentation for children Maintains the employee documentation</p>
	<p>Personnel</p>	<p>Participate in monthly meetings with Members and the Director to allow open discussion of problems, ideas and plans.</p>
	<p>Program support Enrollment Institutional image</p>	<p>N/A N/A Interprets the School and its programs to the public and strives to personify the school.</p>