



# Montessori

## SCHOOL of HUNTSVILLE

SINCE 1965

### Job Description - Substitute Teacher

Supervised by: Head of School or Assistant Head of School

#### Objective

The Substitute Teacher understands and promotes the school's mission, vision, objectives and policies both within and outside the immediate school community. The teacher is responsible for supporting a Montessori classroom environment and curriculum that supports the individual needs of the children in accordance with MSH mission, vision, core values, Montessori principles and AMS Code of Ethics. She/he will ensure compliance in accordance with state, federal, and local regulations and MSH's policies and procedures.

The teacher will be respectful of children, parents, and colleagues, modeling Grace and Courtesy in all interactions. The teacher will ensure that equipment and facilities are clean, regularly inspected, and well-maintained.

#### Qualifications

1. Has an understanding of the Montessori philosophy in accordance with MSH's mission and core values.
2. Demonstrates an ability to relate sensitively to people of all ages and varied backgrounds.
3. Possesses a professional manner, personal characteristics and mental abilities necessary to work with young children, including:
  - (a) respect for and faith in each child,
  - (b) sensitivity to individual's needs and learning styles,
  - (c) ability to provide appropriate challenges to each child's learning development,
  - (d) exceptional amount of patience and flexibility
4. Demonstrates an interest in upgrading professional qualifications by participation in a staff development program, especially related to the Montessori approach to education.
5. Meets all staff requirements of local and state regulatory agencies.
6. Maintains current First Aid and Pediatric CPR certification.
7. Minimum twelve hours of training per DHR

#### Essential Functions

1. Prioritizes the safety and well-being of students and staff at all times through adherence to DHR Minimum Standards, MSH Policies and Procedures, and AMS Code of Ethics..
2. Assists the Classroom Teacher and/or Assistant Teacher in ensuring an appropriate, stimulating program of activities, consistent with the Montessori philosophy.
3. Shares responsibility for the care, maintenance, and cleanliness of the classroom, playground, and materials.
4. Assists in ensuring that the classroom and associated areas (including playground) meet all licensing, safety, and health requirements.
5. When student-teacher ratio allows, substitutes are expected to assist with tasks necessary for maintenance of the facility and the instructional program, as assigned by the Classroom Teacher or administrative staff.
6. Communicates through the appropriate channels about any problems or concerns.
7. Attends MSH events as requested by the Administrator.
8. Communicates with teaching team or, when necessary, the Head of School, about any problems or concerns.
9. Fulfills cleaning responsibilities as applicable.

**Physical Demands**

Person must have enough physical stamina to work effectively with young children and must be able to stand for lengthy number of hours. They also must have the ability to see and hear children and to lift 45 pounds.

**Position and Work Hours**

Substitute Teachers must have flexible availability Monday-Friday August through May. June and July availability is a plus. Substitute Teachers are scheduled between 7:30 and 3:00 for morning shifts and 11:00 and 5:30 for afternoon shifts whenever possible.

**Additional Responsibilities**

1. Serves as an ambassador for the Montessori School of Huntsville in all communications and interactions with stakeholders, guided by MSH core values and AMS Code of Ethics.
2. Ensures compliance with all local, state, and federal regulatory agencies.
3. Demonstrates a leadership capacity and growth mindset.
4. Accepts state-mandated responsibility to report suspected child abuse or neglect directly to the AL Department of Human Resources as outlined in the MSH Staff Handbook.
5. Accepts responsibility for educating students for a life of purpose, integrity, and academic accomplishment.

\*\*This job description is not designed to cover or contain a final comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Qualified Applicants should send a resume, cover letter, and three references to Jennifer Stark, Head of School, [office@montessorihuntsville.org](mailto:office@montessorihuntsville.org).**