



Montessori

SCHOOL *of* HUNTSVILLE

SINCE 1965

Job Description - Substitute Teacher

Supervised by: Head of School

DEIJ Commitment Statement

The Montessori School of Huntsville is committed to attracting, cultivating, and retaining a diverse faculty that embraces difference and celebrates connection. As such, your unique identity and experiences bring tremendous value to our school and are integral to fostering an inclusive community that honors and nurtures the expansive potential of both children and adults alike.

Nondiscrimination Policy

The Montessori School of Huntsville shall not discriminate, endorse, or affiliate with those who discriminate on the basis of age, religion, genetics, race, creed, ethnicity, color, disability, gender, marital status, sexual orientation or national origin.

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

- 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 June. July availability is a plus. Substitute Teachers are scheduled between 7:15-3:00 for opening shifts and 8:00-4:00 for closing shifts.

**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 Jay Stark, Head of School, office@montessorihuntsville.org.