



## **Job Description - Classroom Teacher / Instructional Lead**

Supervised by: Head of School

### **Equity 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 Teacher understands and promotes the school's mission, vision, objectives, and policies both within and outside the immediate school community. The teacher's primary responsibilities are to lead a well prepared Montessori classroom environment, implement the Montessori curriculum, provide a rich, individualized experience for each child, and cultivate a strong partnership with families. Candidates must actively embrace lifelong learning as well as a collaborative approach to education balanced with a strong sense of autonomy. A passion for outdoor education and a belief in deeply respectful parenting/teaching philosophies and restorative practices are a must.

### **Qualifications**

1. Holds a Montessori teaching credential from an AMS/MACTE accredited teacher education program and which corresponds to the age levels taught, or is in the process of earning one.
  - a. **In lieu of a Montessori credential, applicants may meet the following criteria:**
    1. Previous teaching experience, preferably at least 5 years.
    2. For 1st-8th grades, Dept of Ed. teacher licensure OR successful completion of the [Praxis Subject Assessments and Praxis Principles of Teaching and Learning Assessments](#)

3. Commitment to obtain Montessori credential within 3 years of start date with MSH
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 children, including:
  - a. respect for and faith in each child,
  - b. sensitivity to individual 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 through 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.

### **Essential Functions**

1. **Safety and well-being of students and staff.**
  - a. Prioritizes the safety and well-being of students and staff at all times through adherence to DHR Performance Standards where applicable, Health and Fire safety standards, MSH Policies and Procedures, and AMS Code of Ethics.
  - b. 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. Updates Mandated Reporter Training annually and participates in NCAC's Stewards of Children at least every three years.
  - c. Maintains current CPR and First Aid certification.
  - d. Promptly communicates and provides a written report of injuries in accordance with school policies.
  - e. Participates in and supports ongoing refinement of MSH's Emergency Preparedness Program through active participation in annual Emergency Response Training and monthly emergency drills, prompt reporting of concerns to HoS, and open and honest feedback.
2. **Implements the Montessori Curriculum, informed by scientific pedagogy.**
  - a. **Observation:** Engages in intentionally-focused, uninterrupted observation 3-5 times per week. Maintains written documentation of observational data. Analyzes observation data regularly to inform further observation, lesson planning, environmental design or other adjustments, experimentation, intervention, etc.
  - b. **Lesson Planning:** Uses observation and assessment data to inform weekly plans of lessons for students, ensuring students are progressing through all areas of the curriculum over the course of the academic year. Ensures lessons are assigned and updated each week in TC.
  - c. **Record Keeping and Assessment:** Maintains regular and accurate record-keeping and student assessment through universal screenings, normalization/adjustment checks, benchmark assessments, narrative progress reports, annual portfolios, daily attendance tracking in TC, child study documentation, and where applicable, standardized assessments, meeting all due dates as required.

- d. **Curriculum Development:** Actively engages in Lesson Study meetings and supports regular review and updates of curricula and outcomes.
- 3. **Maintains a well prepared, thoughtfully designed classroom environment.**
  - a. **Physical Environment:**
    - i. Facilitates and shares responsibility to prepare and restore indoor and outdoor environments daily, maintaining generally clean and orderly spaces. Equitably divides responsibilities among teaching team members with strong systems for accountability and feedback. Supports children to care for learning environments and community spaces in accordance with developmental level and ability.
    - ii. Assesses the needs of the class and prepares requests for new and replacement materials, furniture, and professional development according to MSH procedures. Updates inventory as new materials are received, and submits an accurate year-end inventory.
  - b. **Social Environment:**
    - i. Supports the social environment and the cultivation of a democratic classroom through implementation of Positive Discipline tools and practices, including but not limited to, setting loving limits through strong, predictable systems and routines, co-creating guidelines with students, daily class meetings, facilitating student-led problem solving.
- 4. **Actively cultivates strong partnerships with children, families, and colleagues.**
  - a. Approaches each child, family, and colleague with curiosity and a belief in their possibility.
  - b. Verbal and nonverbal communication is characterized by a high degree of warmth, responsiveness, and unconditional positive regard.
  - c. Engages in the child study process and adheres to recommended timelines for communication and follow up.
  - d. Responds to family concerns promptly with openness and curiosity, informing and/or requesting support from the HoS when necessary.
  - e. Promptly engages in conflict resolution process to address concerns or challenges with other staff members
  - f. Participates in / Leads family activities including the admission process, classroom orientation, sharing events, family and student-led conferences, festivals, and society meetings.
    - i. Participation in other events, e.g., open houses, family education events, family service days, educator fairs, is strongly encouraged but not required.
  - g. Supports new and bridging families by adhering to onboarding timelines and tasks as outlined on the staff calendar.
  - h. Maintains weekly classroom communication through Parent Square (PS) in accordance with guidelines.
  - i. Maintains regular and ongoing individual family communication through TC in accordance with guidelines.
  - j. Maintains a Calendly with at least one hour set aside each week for families to schedule a 15-minute phone call.

5. **Actively and enthusiastically engages in annual goal-setting, instructional coaching, and professional development.**
6. **Actively and enthusiastically supports ongoing accreditation processes.**

### **Physical Demands**

Person must have enough physical stamina to work effectively with their assigned age group, be able to actively supervise children both visually and auditorily while moving through and changing locations within the indoor and outdoor environment, must be able to participate in year round outdoor activities/education in a wide variety of weather conditions, barring truly inclement weather, and must be able to occasionally lift up to 45 pounds,

### **Position and Work Hours**

Lead teachers are generally scheduled between the hours of 7:15 am- 3:15 pm on days school is in session. To the greatest extent possible, time for planning, record keeping, and classroom prep are built into teachers' work schedules. However, additional hours may be necessary to maintain these essential functions. A staff calendar is finalized by July 1 of each year including dates and times for required inservice and professional development. Additional inservice and/or professional development may be scheduled throughout the year as needed. Letters of offer will include summer assignments and compensation, if applicable.

Attendance at Montessori events outside of the normal work week is highly encouraged and sometimes required, depending on the event.

**\*\*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.**