



Montessori

SCHOOL of HUNTSVILLE

SINCE 1965

Job Description - Lead Lower Elementary Guide

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 Lead Elementary 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 leading a Montessori classroom environment and curriculum that supports the individual needs of the children. 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. Has earned a minimum of a bachelor's degree.
2. AMS or AMI certification (MACTE approved program) in Elementary I (6-9 years)
3. Has an understanding of the Montessori philosophy in accordance with MSH's [mission and core values](#).
4. Demonstrates an ability to relate sensitively to people of all ages and varied backgrounds.
5. Possesses a professional manner, personal characteristics and mental abilities necessary to work with children, their families, and colleagues including:
 - a. A collaborative, growth mindset
 - b. Ability to communicate effectively through writing and speaking
6. Demonstrates an interest in upgrading professional qualifications by participating in a staff development program, especially related to the Montessori approach to education.
 - 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

7. Meets all staff requirements of local and state regulatory agencies.
8. Maintains current First Aid and Pediatric CPR certification.
9. Maintains annual training per DHR

Essential Functions

1. Prioritizes the safety and well being of students and staff at all times through adherence to DHR Performance Standards, MSH Policies and Procedures, and AMS Code of Ethics.
2. Ensures appropriate, stimulating program of activities, consistent with the Montessori philosophy.
3. Participates in ongoing development in respectful frameworks for working with children, including, but not limited to, Positive Discipline, Nonviolent Communications, and Collaborative Proactive Solutions.
4. Shares responsibility for the care, maintenance, and cleanliness of the classroom, playground, outdoor classroom, and materials.
5. Maintains daily data entry for digital student records.
6. Assists in ensuring that the classroom and associated areas (including playground) meet all licensing, safety, and health requirements.

Physical Demands

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

Position and Work Hours

Elementary and Adolescent: Must be able to work the academic year, August - May in addition to at least 4 weeks of seasonal breaks, i.e., fall, spring, and/or summer (June-July).

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. Assistant Teachers must assist with any opening or closing of school activities. Attendance at Montessori events outside of the normal workweek is highly encouraged and sometimes required.

Additional Responsibilities

1. Meets attendance requirements.
2. 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.
3. Ensures compliance with all local, state, and federal regulatory agencies.
4. Maintains CPR/First Aid certification.
5. Maintains annual professional development requirements.
6. Demonstrates a leadership capacity and growth mindset.
7. 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.
8. 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.