# MONTESSORI SCHOOL OF MAUI TEACHER JOB DESCRIPTION

## **POSITION** Teacher

#### **QUALIFICATIONS**

Montessori Teacher certification for the appropriate classroom level and classroom teaching experience are required. A Teacher working in a Toddler or Preschool classroom must have the minimum of an Associates degree with 12 credits in ECE and a plan for obtaining a Bachelor's degree. An Elementary Teacher must have a Bachelor's degree. All applicants must meet the State of Hawaii licensing requirements.

#### **DESCRIPTION**

The primary focus of the Teacher position is to fulfill responsibilities in four areas of professional relationships: 1) children 2) families 3) colleagues and 4) community. The Teacher is responsible to the Head of School.

A Teacher working at the Montessori School of Maui is expected to:

- Base classroom practices on knowledge of child development guided by Montessori philosophy.
- Appreciate and support the relationship between the child, the family and the school.
- Recognize that children are best understood in the context of family, culture and society.
- Help children and adults to achieve their full potential in a relationship based on trust, respect and positive regard.

## **RESPONSIBILITIES TO CHILDREN**

The Teacher's paramount responsibility is to provide a safe, healthy, nurturing and responsive educational setting for children. He/she is also responsible for supporting children's development by recognizing individual differences and by helping students to live, learn and work cooperatively in a Montessori designed classroom community.

# **OBJECTIVES**

- 1. To prepare and maintain a Montessori classroom in which the equipment and materials are complete, in good repair and correspond to the needs of the children.
- 2. To be familiar with Montessori philosophy and with the knowledge base of childhood education, keeping current through continuing education and in-service training.
- 3. To base program practice and design upon the Montessori Method and current knowledge in the field of childhood education and related disciplines, and upon particular knowledge of individual students.
- 4. To create and maintain safe and healthy settings that support children's social, emotional, intellectual, physical and spiritual development.

# **RESPONSIBILITIES TO FAMILIES**

The Teacher's primary responsibility in this area is to recognize that schools and families have a common interest in the child's welfare and to promote collaboration between home and school in ways that enhance the student's development.

### **OBJECTIVES**

- 1. To develop relationships of mutual trust with the families of his/her students.
- 2. To respect the dignity of each family and its culture, customs and beliefs.
- 3. To respect families' childrearing values and their rights to make decisions for their children.

- 4. To interpret each child's progress to parents within the framework of a developmental perspective and to help families understand the value of a developmentally appropriate Montessori program.
- 5. To help families improve their understanding of their children's school experience and to enhance their skills as parents.
- To participate in building a school community by providing families the opportunity to interact with staff and other families.

#### OTHER RESPONSIBILITIES

The Teacher's primary responsibility in this area is to establish and maintain settings and relationships that support productive work, meet professional needs and promote a deeper understanding of developmentally appropriate educational practice and of the Montessori method in particular.

#### **OBJECTIVES**

- A. Responsibilities to co-workers
  - 1. To establish and maintain relationships of trust and cooperation.
  - 2. To share resources and information.
  - 3. To support co-workers in meeting their professional needs.
- B. Responsibilities to the program
  - 1. To assist the program in providing the highest quality of service.
  - 2. To speak or act on behalf of the school when authorized.
  - 3. To provide staff members and classroom volunteers with appropriate training and working conditions that permits them to carry out their responsibilities.

## **RESPONSIBILITIES TO THE COMMUNITY**

The Teacher's responsibilities to the community are to provide programs that meet its needs and to cooperate with agencies and professionals that share responsibility for the students. Because of the Montessori Teacher's specialized expertise in child development he/she acknowledges an obligation to serve as an advocate for children everywhere.

#### **OBJECTIVES**

- 1. To provide the community with high quality, culturally sensitive Montessori programs.
- 2. To promote cooperation among the educational community and related agencies.

# **GENERAL RESPONSIBILITIES**

- Perform additional duties, as requested by the Head of School, to assure successful school operations.
- 2. Maintain a clean, safe and orderly classroom, restrooms and work area. Participate in maintenance of common areas of the campus.
- 3. Help ensure the health and safety of all Montessori students throughout the school day. Assist in the daily supervision of all children on campus: indoors, outdoors and during field trips. Participate in special events and fundraisers, at the request of the Head of School, which serve to increase the awareness and credibility of the Montessori School of Maui within the community.