



LEAD GUIDE POSITION DESCRIPTION

POSITION LEAD MONTESSORI GUIDE

DESCRIPTION

The Lead Teacher works to preserve the high standards of Montessori excellence and Montessori best teaching practices within the classroom community. The Lead Teacher is a guide who helps direct the students' activities academically, emotionally and physically in a Prepared Montessori environment that challenges each of the children to reach their full potential in these developmental areas, in accordance with Montessori philosophy, policies and procedures.

QUALIFICATIONS

The Lead Teacher will have leadership and organizational skills as well as a comprehensive educational vision that is consistent with the school's mission and the Montessori educational philosophy.

- A minimum bachelor's degree
- MACTE approved Montessori Teacher Credential for the appropriate classroom/developmental level where instruction will occur
- Previous Montessori teaching experience is preferred
- Must meet State of Hawaii Licensing Requirements

RESPONSIBILITIES

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

The following items are in addition to specific tasks assigned by the Head of School

- Develop lesson plans and manage the learning experiences for students to ensure the needs of the group and individual students are met
- Assist students toward self-directed learning and normalization

RESPONSIBILITIES continued

- Maintain a neat, well organized, and attractive prepared environment consistent with Montessori pedagogy
- Participate in professional activities designated by the Head of School, which may include workshops, retreats, meetings, progress reporting, planning and other professional pursuits
- Attend all pre-announced staff meetings and professional sessions, including staff, level, committee and evening parent meetings
- Work to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourage parents to bond with both the class and the larger school community; provide individualized tracking of student progress
- Participate in the admissions process, speaking from time to time with prospective families – at the request of the Admissions Director or Head of School
- Follow the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required
- Assess the needs of the class and prepare requests for materials, furnishings and supplies within the framework of the classroom budget
- Supervise Teacher's Assistant, offering guidance and support in the areas of classroom management, material making, preparation of the environment and Montessori philosophy
- Uphold and reinforce positive classroom behavior by modeling appropriate behavior and drawing attention to the ground rules of the community
- Treat students with unconditional positive regard and provide individualized care for their needs
- Monitor group activities to maximize healthy socialization, foster a sense of community and ensure the safety of all involved
- Prepare for, and facilitate the Student, Parent & Teacher Conferences both in the fall and in the spring
- Maintain confidentiality in alignment with the school's policies and procedures