



PINES MONTESSORI SCHOOL

Job Description

Montessori Teacher

Infant

The Montessori Teacher is a guide who must be able to do the following communicate effectively with infants, toddlers, their parents, and other staff. Provide quality, nurturing care to infants enrolled in the school. The teacher must demonstrate skills to properly address developmental needs of infants and help direct the children in their care with activities the support the child academically, emotionally, and physically in a prepared Montessori environment in accordance with Montessori philosophy and procedures.

ESSENTIAL JOB FUNCTION

- Promotes parent-child bonding and nurturing parent-child relationships.
- Promotes feelings of security and trust in infants and toddlers.
- Greets infants and their parents warmly and with enthusiasm each morning.
- Assures that: each infant and toddler is warmly greeted upon arrival; each infant is held; and each child is gradually assisted to become a part of the community.
- Talks, sings, and reads to infants frequently.
- Responds quickly in a soothing and tender manner to infants' cries or calls of distress.
- Responds consistently to infants' needs for food and comfort.
- Implements individualized feeding plans for children; respects individual preferences and eating styles; sits with infants and shares family-style meal; models manners and good nutrition.
- Tends to children's personal hygiene needs, remaining especially attentive to them during routines such as diaper changing, cleaning, feeding, and changing soiled or wet clothes.
- Respects infants' curiosity about each other; ensures that children treat each other gently.
- Organizes each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- Completes timely, neat, accurate documentation of daily sheets and attendance.
- Maintains a safe, clean, care-giving environment, practices good personal hygiene and hand washing, and assures the well-being and safety of all of the children in that environment.
- Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working in the environment.
- Attends all training opportunities and staff meetings as provided and scheduled.
- Maintains a neat, well organized, and attractive prepared environment consistent with Montessori pedagogy.

- Participates in professional activities designated by the Head of School, which may include workshops, curriculum retreats, meetings, grade reporting, planning, and other professional pursuits.
- Attends all pre-announced staff meetings and professional sessions, including staff, level, committee and, evening parent meetings.
- Works to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and the larger school community; provides individualized tracking of student progress.
- Participates in the admissions process, speaking from time to time with prospective families--at the request of the Head of School.
- Follows the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required; includes the administration of standardized tests (if applicable).
- Assesses the needs of the class and prepares requests for materials, furnishings, framework of the budgeting process; updates inventory list and submits to Head of School on last day of school.
- Other job duties as assigned.

PRE-CLASS PREPARATION, INCLUDING CONSULTATION WITH ASSISTANT TEACHER/CO-LEAD

- Outline projected routine of the day, including any special activities
- Convey information concerning the special needs of some children; propose possible strategies that will support positive behavior and minimize negative behavior.
- Track attendance, maintain lunch count, and students in/out and report to the school office
- Receive and welcome students; greet parents/caregivers
- Consult with other teachers for curriculum ideas, sharing materials, and scheduling common activities
- Supervise Assistant Teacher (if applicable) offering guidance and support
 - Give demonstration lessons to Assistant
 - Mentor Assistant in the Montessori philosophy

TASKS DURING CLASS

- Observe class's overall feeling and tone
- Assist children who need individual help to choose work
- Protect working children from interference (including adult)
- Withdraw at regular intervals to observe
- Uphold and reinforce positive behavior
- Remain in contact with the whole group and sense changing mood or activity
- Unobtrusively monitor the work of individual children
- Record important points briefly, for expansion later

- Treat children with unconditional positive regard and provide individualized care for needs
- Monitor group activities to maximize healthy socialization, fostering of community and healthy recreation
- Calmly prepare transition activities
- Incorporate dismissal routine as one of the day's crucial activities
- Work to maintain health and safety standards with snack, lunch, hand washing and toileting

TASKS AFTER CLASS

- Make minor material repairs
- Refresh the environment
- Complete daily notes
- Reflect on individual children and group interaction
- Assemble materials for the following instructional day
- Confer with assistant teacher/ co-teacher to compare observations, discuss relevant points in Montessori theory, demonstrate a learning material, exchange ideas or alternate ways to cope with a given child (do not just concentrate on problems), and review successful group activities and "invent" new ones
- Review and practice with materials, especially those soon to be presented
- Review transgressions of ground rules by adults and children and try to analyze possible causes; attempt to find counter strategies

WEEKLY TASKS

- Double check all learning materials
- Remove all items that need repair replacement or cleaning
- Rotate books
- Note needed janitorial services, work orders
- Restructure classroom routine as needed
- Place orders or go shopping
- Plan how to use volunteers, parents or "special resource people" for next week
- Update personal notes
- Meet with co-workers and Head of School to share ideas, plan and problem solve
- Perform the following selected duties as needed:
 - Update long-range class and children's records
 - Organize special projects
 - Read professional journals or articles
 - Confer with Head of School as requested

OCCASIONAL ON-GOING TASKS

- Prepare notes for conferences
- Participate in staff meetings
- Participate in parent education
- Participate in Board meetings, as requested

- Participate in professional meetings outside of school
- Prepare for school's community activities such as open houses, observation and all general meetings or special events

REPORTING RELATIONSHIPS

Reports to Head of School and/or Level Coordinator; provides lead direction to assigned assistants.

WORK AREA

Assigned classroom or other children's' areas; must secure substitute or leave only at assigned breaks.

MINIMUM QUALIFICATIONS

Education and Experience

- One year of experience in an early childhood program serving infants and toddlers in a developmentally appropriate environment.
- Must have (or be willing to obtain) training and experience necessary to develop consistent, stable, and supportive relationships with very young children.

Preferred

- Previous experience in teaching in a Montessori setting
- MACTE Montessori trained and certified in Infant/Toddler

Knowledge, Skills and Abilities

- Knowledge and skill in instructional principles, methods and techniques of Montessori program.
- Skill in obtaining, clarifying and exchanging information
- Skill in classroom management
- Skill in handling student discipline
- Ability to organize and coordinate activities
- Ability to serve as role model and treat students as individuals in a professional manner
- Ability to maintain confidentiality
- Ability to establish and maintain effective working relationships with a variety of people in a multi-cultural, diverse setting
- Ability to make supplemental Montessori materials for classroom
- Ability to fully participate as a team member in a professional learning community
- Ability to embrace and incorporate Montessori philosophy

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk, hear, and see.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 30 pounds.

- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not an employment agreement or contract. Pines Administration has the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.