



SPRUCE TREE MONTESSORI SCHOOL

JOB DESCRIPTION

Position: **Lead Elementary Teacher**

Status: Full-time, exempt

Job Summary

Provide sound educational leadership to students; manage all aspects, including but not limited to, the set-up, organization, maintenance, safety and security of the elementary environment; collaborate with the Elementary Team (teacher associate and/or assistant) and other classroom and school support staff for best practices of classroom and behavioral management, academic lesson planning, presentation, follow-up, repetition, observation, assessment, and mastery; develop and implement an elementary program curricular scope and sequence aligned with Alaska State Standards using Montessori materials and philosophy to inform all subject areas; ensure the appropriate implementation of lower elementary (1st - 3rd grades) and upper elementary (4th - 6th grades) curriculum; apply the Montessori philosophy to all aspects of the program to include academics, social-emotional learning, practical life and communication skills, enrichment activities, community service, field trips and assemblies; collaborate with Children's House program staff for community building, mentorship and cross-level academic support; promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; and perform job duties as listed in your job description.

Job Qualifications

- BS or BA degree
- Montessori credential; Elementary I (6 - 9) and/or II (9 - 12) level
- Three (3) years experience in a Montessori classroom
- Strong knowledge of the Montessori philosophy and its teaching fundamentals
- Keen observation skills
- Experience with classroom set-up and materials organization
- Practical application of curriculum alignment to CORE state standards
- Excellent parent relationship skills
- Strong classroom management skills
- Ability to work as part of a team
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, Publisher, Photoshop, etc)
- Efficient time management skills
- Proven proficiency with student progress reporting
- Ability to work full-time, year-round, with some overtime necessary to accommodate operational needs, for presence at school events/activities, attendance at staff meetings and at community events for public relations

Job Duties

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent Handbook and Employee Handbook.
2. Function as a facilitator of learning; a resource person, educational guide, role model, demonstrator, and meticulous observer and recorder of student behavior and growth.
3. Support the development of students academically, socially, emotionally and physically.
4. Collaborate with the Elementary Team and School Counselor for academic and socio-emotional lesson planning, presentation, observation and follow up.
5. Support the professional development of other program staff through observation, feedback, and conversational analysis.
6. Observe elementary classroom at regular intervals and provide feedback related to classroom operation and student progress. Propose improvement, action and change as necessary.
7. Support student behavioral management and modification through coordinated efforts with the Elementary Team and other classroom and/or school support staff.
8. Share and discuss child behavioral and/or learning challenges with Spruce Tree Montessori staff in order to best remedy said challenges.
9. Attend, prepare reports for, and participate in Elementary Team meetings and other lead teacher meetings as invited by the Head of School or the Educational Director.
10. Attend staff meetings as invited.
11. Aide in the design, set up and maintenance of a culturally diverse environment that is safe, clean, academically stimulating, inspiring and fun.
12. Establish an environment where respect, acceptance, and trust between students and teachers allows creativity to flourish.
13. Promote a playground culture respectful of individual, pair, small group and whole group activity.
14. Support lunch behavior and routine development and assist support staff as needed in order to ensure consistent oversight of students.
15. Be well versed with Montessori materials and utilize them appropriately.
16. Ensure that the materials listed as essential for Elementary I (6-9) and Elementary II (9-12) environments per the AMS are presented in proper sequence, organized in a purposeful manner, used accurately, and rotated appropriately. Propose purchase and/or acquisition as needed.
17. Serve as the overview person and/or observer at times when the 1-up strategy for classroom management is in effect.
18. Assist with the creation or utilization of existing materials that stimulate interest in subject matter from around the world, including the sensory aspect of learning where possible, with opportunities for both verbal and non-verbal modes of learning.
19. Review and monitor level-appropriate standards for lower and upper elementary work productivity and student achievement, and provide guidance and support to the Elementary Team for follow-up in all areas of development according to individual work pace and ability.

20. Support the facilitation of academic assessments and contribute to appropriate implementation of intervention and/or accommodation, including progress monitoring practices according to plans set forth by the Educational Director.
21. Review, provide suggestion, and revise elementary curriculum summaries and scope and sequence documents for all subject areas.
22. Develop appropriate lower and upper elementary scope and sequence outlines (lesson plans) for all academic subjects for each academic session and observe, monitor and provide guidance and support for implementation.
23. Plan, schedule, and coordinate elementary field trips with the Elementary Team to include transportation plans and parental involvement as needed for such programming.
24. Keep an observation journal in Montessori Compass to support lower and upper elementary students and communicate concerns, propose accommodations, and analyze strategy of such to and with the School Counselor, Educational Director, Head of School, and Elementary Team in a timely manner.
25. Compose, maintain and present electronic progress reports for all elementary students and provide such to Educational Director and/or parents at frequent intervals or upon request.
26. Foster healthy parent morale through frequent, thorough communication via Montessori Compass, email or phone.
27. Assist with the planning of and attend the annual Spruce Tree Montessori School Fall Parent Orientation.
28. Plan community building activities for new and returning lower and upper elementary students during the first week of school.
29. Develop with the Children's House team, implement with the Elementary Team and review annually kindergarten to first grade and third grade to fourth grade transitional lessons and community building plans for "Transition Week(s)" in June and the first weeks of the new school year.
30. Collaborate with other staff to develop the "Spruce Tree & Me Mentorship Program"; coordinating activities, mentor/mentee assignments and organization of content. Review program schedule and content, consider feedback, and assess activities for repeat or update on a regular basis.
31. Assist with parent outreach and community public relations by attending and occasionally conducting "Montessori Monday" presentations, attending school-sponsored events and occasionally attending local Chamber of Commerce Meetings; attend other community events determined to be in line with the school's mission.
32. Work in coordination with the Educational Director/Head of School, Elementary Team, and/or parents for developing accurate cultural programming lessons to include assemblies, educational celebrations, activities, and/or work materials respectful to religious freedom and exposure.
33. Participate in the Spruce Tree Montessori School Personal Growth, Professional Development and Performance Evaluation Program as presented by the Head of School on an annual basis.
34. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
35. Perform other duties as assigned by the Head of School.