

Job Title:

Montessori Upper Elementary Guide (full-time)

Department:

Education

Reports to:

Head of School

Job Summary:

Montessori elementary teachers possess a love for children, create a safe and engaging classroom environment that is rich with Montessori philosophy, and model behaviors that promote a child's social, physical, and intellectual development. The Montessori elementary curriculum integrates the core subjects of Mathematics (including geometry and algebra), Biological and Physical Sciences, Technology, Language Arts and Literature, History, Physical and Political World Geography, Civics, Economics, Anthropology, Peace and Cosmic Education, Art, Music, Additional/World Language, and Physical Education. Individually paced academic progress allows students to explore their interests and acquire the mastery of basic skills and knowledge. The learning environment is student-centered and designed to promote the development of organizational and time management skills, conflict resolution skills, concentration, independence, cooperation, and collaboration.

Duties/Responsibilities:

- Teach a curriculum that encompasses all subject areas; serve as a generalist (see curricular areas listed above in Job Summary)
- Implement a curriculum that fosters teacher guidance, and assessment in planning in concert with student planning, monitoring, and assessing their work, and demonstrating responsibility for their learning and actions.
- Cultivate and maintain a calm and respectful atmosphere that is organized, clean, and stimulating.
- Use positive behavior management techniques individually tailored to each child and promote classroom normalization.
- Champion classroom safety protocols and academic benchmarks for each student.
- Prepare internal and external reports and documents following federal, state, and local regulations and school standard operating procedures including but not limited to daily record keeping for each child's academic progress, injury/accident reports, and medication/allergy logs.
- Maintain positive relationships and communications with parents and peers.
- Coordinate parent/teacher conferences and share informative parent education materials with families.
- Encourage parent participation in the classroom through classroom observations and tours.
- Contribute to the school newsletter with photographs creating a visual snapshot of each child's school experience.

- Plan age-appropriate classroom activities and track student progress during daily planning periods on-site.
- Actively participate in required staff meetings and professional development opportunities to enhance your skills and knowledge.
- Obtain 30 credits of continuing education annually in compliance with all regulatory entities.

Required Skills/Abilities:

- Love, patience, and respect for children.
- Familiarity with Montessori principles and materials is highly desirable.
- Possess an understanding of early childhood development.
- Knowledge of AMS/SAIS/NAEYC accreditation standards.
- Effective communication skills, both written and oral.
- Strong problem-solving skills are a must.
- Excellent interpersonal and organizational skills.
- Collaborate effectively with team members.
- Excellent time management skills.
- A positive and solution-focused attitude to working life.
- Highly motivated, ambitious, and collaborative.
- Ability to work independently and as part of a team.
- Certification in CPR, First Aid, and universal precautions.
- Pass a background check.

Education and Experience:

- College Degree (Associate's degree considered with equivalent teaching experience.)
- Prior teaching experience is strongly desired.
- Montessori Certification or contract to complete a Montessori training program.
- Montessori classroom experience is preferred.
- Proficient with computer technology (Mac computers are used in the school).
- Experience with Microsoft Office 365 and Google Drive

Salary:

- Salary commensurate with experience and academic background.

Benefits

- Tuition discount for faculty children
- Optional summer camp employment with paid summer camp tuition
- Employee-paid dental, retirement planning, medical, and flex benefit plans which can be deducted on a pre-tax basis
- The first year of employment allotted 10 personal days
- Paid parental leave
- Paid school breaks and holidays

Physical Requirements:

- Ability to lift up to 45 lbs.

An Equal-Opportunity Employer with a Commitment to Diversity

Lamplighter is proud to be an equal opportunity employer, and as an institution committed to diversity and the perspective of all voices, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, or national origin.

Interested candidates please submit your resume and cover letter to Christy Swatzell at cswatzell@lamplighterschool.org.