



Waco Montessori School

Job Title: Lower Elementary Lead Teacher

Wage/Hour Status: Salary

Reports to: Head of School

Date Revised: July 2023

1. General Position Summary

The Lower Elementary Teacher is a friendly, innovative, energetic individual dedicated to providing a high-fidelity Montessori environment for children 6 - 9 years. Maintaining an open, loving, cooperative environment for children and encouraging families to be involved in their education is all part of the job of a Lower Elementary Teacher. In addition, they should communicate issues in the child's best interest in keeping with Montessori philosophy.

2. Qualifications

Minimum Education/Certification:

- Montessori 6-9 certification (AMS, AMI, or MACTE) preferred; willingness to become certified within the first two years of employment and commit at least three additional years to the school.
- Bachelor's Degree required Elementary Education or related field preferred
- Pediatric First Aid/CPR or willingness to obtain certification upon hire
- Must pass a background check

Essential Characteristics:

- Meet the child's needs physically, socially, and emotionally.
- Maintain an open, loving, and cooperative environment for all children.
- Have an inherent love for this stage of development.
- Possess the ability to create and implement specific lessons to meet the children's varying needs.
- Be a strong model for volunteers and others in the classroom and school community.

Special Knowledge/Skills:

- Demonstrated proficiency in working effectively and positively with a variety of people.
- Ability to creatively problem solve.

- Ability to counsel children and parents.
- Ability to use a computer for record-keeping and parent communication.
- Ability to organize materials and coordinate plans with assistants, teaching team, and administrators.

3. Working Conditions

Physical Demands:

Ability to think clearly and respectfully with children, parents, and coworkers. Must be able to sit on the floor, walk, reach, climb, stoop, kneel, and lift up to 30 pounds.

Environment:

Working in a school environment while dealing daily with children, coworkers, administration, parents, volunteers, and parents.

4. Terms of Employment

Number of Days for Position: 184 days 8:00 am - 4:00 pm, some evening and weekend events

Salary is based on experience and qualifications.

5. Essential Responsibilities:

- Create, design, and develop the prepared environment implementing Montessori 6-9 curriculum according to the specifics provided by the school.
- Develop and implement lesson plans to meet the needs of each child enrolled in the classroom.
- Give lessons one-on-one or group basis and assist students who may have trouble grasping concepts.
- Conduct observations and assessments on students to determine academic needs and provide a rich and challenging environment.
- Utilize provided planning time to meet with parents, create lesson plans, change materials, observe specials and after-school programs to support children from the classroom, meet with the teaching team to discuss best practices, and complete record keeping.
- Collaborate with Early Childhood teachers to ensure that children are equipped to successfully transition to the first level by the time they leave kindergarten.
- Collaborate with Upper Elementary teachers to ensure that children are equipped to successfully transition to the fourth level by the time they leave the third level.
- Partner and communicate effectively with the parents, discussing their children's progress via day-to-day interactions, class email updates, and conferences.
- Assume significant responsibility for maintaining a child until the conclusion of the third level year.
- Communicate with the children using language and tone of voice that is authentic, natural, patient, and, most importantly, kind.

- Promote feelings of security and trust in the children by encouraging and supporting them when necessary through activities and practical life skills.
- Respond quickly and in a soothing fashion to the distressed student and ensure they are immediately comforted.
- Follow the children's and the classroom's energy rather than conforming to a strict schedule designed by the adult.
- Oversee and engage children during recess; ensure that activities are stimulating, age-appropriate, and safe.
- Maintain a positive work environment among all staff that is professional, kind, and inclusive.
- Guide the teaching team in understanding the nuances of childhood development, the prepared environment, and how to partner with colleagues and parents.
- Participate in weekly team meetings that follow an agenda of school/class updates, child-specific information, discussion of materials and rotating materials, and additional training or resources for colleagues.
- Embrace continuous learning by utilizing professional development days and funds to enrich practice.
- Embody the Waco Montessori School mission.

6. Communication

- Facilitate a respectful environment for children and adults by advocating conflict resolution and Grace and Courtesy Lessons.
- Work to develop close and effective relationships with families, including opportunities to discuss and understand the child's progress.
- Schedule and work with other colleagues to facilitate parent and community events.

7. Professional Responsibilities

- Participate in professional activities designated by the school administration, including in-service training, parent events, committees, staff meetings, etc.
- Maintain a neat, well-organized, and attractive prepared environment consistent with Montessori pedagogy.
- Participate in the admission process by speaking with prospective families and meeting prospective students as requested by the administration.
- Other duties as assigned.

6. Confidentiality

This position will have access to and knowledge of personal information for students and their families.

Overview of Waco Montessori School

Waco Montessori School (WMS) is an established, successful school with an exciting outlook for the future. We are committed to maintaining a high-quality education and achieving AMS accreditation by 2026. WMS is accredited by the National Association of Education of Young Children (NAEYC).

The mission of Waco Montessori School is to educate children in a nurturing, stimulating Montessori environment that appreciates and celebrates each child encourages respect for oneself and others and develops lifelong learning and problem-solving skills. As WMS plans On its 50th anniversary in 2026, it celebrates a stable annual enrollment of 250 students across toddler, early childhood, and elementary programs, serving children ages 18 months to 12 years. Today there are two Toddler classrooms, five Early Childhood classrooms, three Lower Elementary classrooms, and two Upper Elementary classrooms, along with stellar Specials programs like PE, athletic teams, art, music, and two foreign languages. The current facility comprises the Children's House (housing Toddler and Early Childhood programs) and the Brophy Building (housing Lower and Upper Elementary programs), and a shared gymnasium and administrative offices join. Recently acquired adjacent properties point to future opportunities to enrich and expand the current Montessori experience across all programs.

Waco is a beautiful community that is growing rapidly. In the Heart of Texas, Waco boasts affordable housing, low traffic congestion, year-round outdoor recreational activities, many downtown and area attractions, and a convenient central location. Home to Baylor University and a short 90-minute drive to Dallas and Austin, Waco offers a laid-back, small-town atmosphere with easy access to big-city amenities.