

POSITION Montessori Elementary Teacher
JOB CLASSIFICATION Exempt

DESCRIPTION

The Montessori Elementary Teacher or Guide (hereinafter called “Teacher”) is a guide who helps direct the children’s activities academically, spiritually, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her fullest potential in these developmental areas, in accordance with Montessori philosophy and The Cobb School, Montessori policies and procedures for the age group in which an AMI (Association Montessori Internationale) diploma is held. It is expected that the Teacher maintain strict accordance with the AMI philosophy and curriculum.

Prior to the beginning of the academic school year, all Teachers are required to:

- Read the Employee Handbook, as revised from time to time
- Fulfill health examination requirement (prior to employment & every 3 years thereafter)
- Fulfill requirements for First Aide (every 3 years) and CPR (every 1 year)

ESSENTIAL FUNCTIONS OF THE JOB

- Able to sit on the floor to work with the students
- Able to handle a stressful situation in a professional and courteous manner
- Able to get along with staff, parents, and students
- Able to work collaboratively and be a team player
- Able to multi-task
- Respects confidentiality of information
- Neat, organized, and have an eye for detail.
- Be aware of the school calendar as a whole, to anticipate needs in advance of events
- Implements policy as formulated by the Head of School and the Board of Trustees, and support the school and its leadership

ENVIRONMENT

Each Teacher is responsible for the preparation and upkeep of the Montessori environment in the classroom area, together with their classroom Assistant. The Teacher is responsible for training and supervising the classroom Assistant. The Assistant is not expected to teach. On the contrary, he/she is there to free the Teacher to teach and to protect the lesson from interruption.

DUTIES & RESPONSIBILITIES (refer to Employee Handbook for further information)

- The Teacher has total responsibility of each child and appropriate academic growth of each child lies at his/her doorstep. If at any time this is in question, then there should be consultation between the Head of School and the Teacher as to the best procedure for helping that specific child. This should, under no circumstances, be allowed a long lapse in time.
- Remove all broken or incomplete materials from the classroom. Make minor repairs that day. Larger repairs should be reported to the Business Manager immediately in writing.
- Be familiar with emergency procedures & report all accidents to the office immediately.
- Train and supervise children in the execution of fire drills and other emergency evacuation procedures.
- Share in the supervision of arrival, dismissal, recess & lunch.
- Attend all required meetings, keep all records, and prepare and file all reports as required and directed by the school.
- Keep ongoing records of each child’s development during the year. These records will be the basis of written reports for conferences, which will be kept in the child’s file.
- Hold scheduled conferences twice a year with each child’s parents. In addition, written reports will be sent home at the end of the year. Any additional conferences set up as a result of a child’s classroom problems will be done together with the Assistant Head of School and/or Head of School. The Teacher is an Ambassador for the School

and, therefore, should be prepared to meet informally with the parents to answer concerns that may arise. One of the responsibilities of the Teacher is to help the parents to “connect” to the Montessori philosophy.

- Communicate frequently with parents. A monthly letter or newsletter is an excellent source of communication. Before sending written communication to a parent or parents, it must first be reviewed by the Assistant Head of School and/or Head of School for approval.
- Share in the planning and presentation of informational evenings for parent education.
- Attend other activities sponsored by the School.
- Communicate and cooperate with the Assistant Head of School on program changes.
- In addition, the Teacher shall perform such other reasonable duties upon assignment by the Head of School or his/her designee as are customarily performed by those in similar positions in independent schools and in accordance with the School's plans, programs, schedules, and standards, and as the Head of School may direct from time to time.

NOTE for Elementary teachers:

Homework, grades, stars and rewards are contrary to the Montessori philosophy and therefore should not be given to our Lower Elementary students however a limited amount of homework may be given to the Upper Elementary students.

END OF THE YEAR

The Teacher together with the Assistant will see that all materials are cleaned, repaired, inventoried, and then packed away. The completed inventory of material must be handed into the Business Manager by the last day of clean-up week.

HOURS & PAY

Arrival begins at 8:10 am. In order to carry out his or her responsibilities, on all school days Teachers are expected to be in their classroom ready to work by 8:00 am. Dismissal for Elementary & Extended Day is 3:15 pm, and teachers are expected to remain after school until 3:45 pm or later to tidy the classroom and prepare the environment for the next day. The Teacher’s school year begins five working days prior to school’s start and ends five working days after the children have completed school. In addition, the Teacher understands and agrees that he/she may regularly be called on to perform duties, including extracurricular or extra duties, that may often take place outside of what is generally considered to be the standard school day. It is expected that the Teacher will work beyond the minimum hours in the afternoon or weekend, to include putting the extra touches, as the Montessori Teacher is there to serve the needs of the children of Cobb School Montessori. The Teacher is often required to attend many of the social or community-building events that are offered by the School from time to time.

THE COBB SCHOOL’S EMPLOYEE HANDBOOK PROVIDES FURTHER INFORMATION AND DETAILS NOT GIVEN HERE. THE INFORMATION CONTAINED THEREIN IS HEREBY MADE A PART OF THE DESCRIPTION OF ANY POSITION HELD AT COBB SCHOOL MONTESSORI