



CREATIVE MINDS MONTESSORI SCHOOL Head Teacher Job Description

Job Title: Head Teacher
Department: Education
Reports To: Principal Owner
FLSA Status: Exempt
Prepared By: J. Hunter
Prepared Date: January 10, 2008
Approved By: Principal Owner
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Summary - This position requires love, patience and respect for children, encourage the children to be independent and model for them appropriate manners and behaviors. Instruct children in activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori by performing the following duties:

Essential Duties and Responsibilities include the following - Other duties may be assigned.

Adhere to company and safety policies and procedures.

Provide the children with a “prepared environment”

Plan individual and/or group activities to stimulate growth of the children in social, emotional and academic areas.

Instruct children in each are of the Montessori classroom: giving lessons on each work. – This includes areas of:

- Academic
- Care of the environment and self

Encourage individual work time to promote independence as well as group work to promote socialization.

Identify, select and modify work in the room to meet the needs of children with varying backgrounds, learning styles and special needs.

Implement the progress of each child through individual lessons and recordkeeping.

Conduct one parent/teacher conference per year unless additional reviews are deemed necessary.

Establish and maintain cooperative working relationships with students, parents and co-workers.

Participate in all open houses and school programs.

Serve snack and lunch while helping children to learn how to help themselves.

- Demonstrate open/closing lunch bags
- Allow children to be as independent as possible
- Encourage the children to feed themselves

Responsible for diaper changing and/or assisting with toileting while demonstrating respect for the child.

Responsible for cleanliness of room in the following areas:

- Sweep/mop lunch area during nap time
- Vacuum classroom at the end of the academic day
- Clean bathrooms at least once a day
- Emptying trash to dumpster at the end of the academic day
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Education and/or Experience - Bachelor's degree (BA/BS) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Have or be willing to acquire Montessori Certification within 1 year of hire.