



Elementary Montessori Teacher

Responsibilities and Duties:

- Develops lesson plans and manages the learning experiences for students to ensure the needs of the groups and individual students are met
- Assists students toward self-directed learning
- Maintains a neat, well organized and attractive prepared environment consistent with Montessori pedagogy
- Attends all staff meetings and evening parent meetings
- Works to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and the larger school community; provides individualized tracking of student progress. Holds parent-teacher conferences twice per school year.
- Participates in the admissions process, speaking from time to time with prospective families as needed and arranging parent observations of the class when requested.
- Follows the school's policies and procedures for student evaluation and record keeping, meeting all due dates as required; includes the administration of standardized tests.
- Prepare for school's community activities such as open houses, observation and all general meetings or special events, including attendance and participation in field trips.
- Attends AMI sponsored refresher course/professional development annually. School provides registration, house and transportation expenses.
- Other job duties as assigned

Requirements:

AMI Elementary Montessori Diploma or willing to complete training within 2 years of employment

Previous experience teaching in a Montessori elementary setting preferred

To apply:

Please submit a resume to help@montessori-house.com by January 8, 2019