



MONTESSORI CASA
INTERNATIONAL

Lead Teacher Job Description

Responsibilities:

Curriculum:

- Establish the three hour work period in the morning and give lessons as needed.
- Establish and maintain classroom true to the Montessori philosophy, paying particular attention to the needs of students.
- Implement and update curriculum as student needs dictate.
- Plan, prepare and maintain all units of study including Montessori materials, thematic units, library books, etc.
- Schedule all guest presenters and organize all field trips.

Communication:

- Communicate via newsletters (email) with parents about their children's school lives every week.
- Contact and meet with specialists and/or parents regarding children with special needs.
- Prepare for and schedule 3 individual communications with all parents during the year including 2 physical parent conferences and 1 telephone conversation.
- Schedule and work with other faculty for any joint Parent Nights, programs/performances, etc.
- Meet individually with prospective parents and students.

Record keeping:

- Carefully observe and keep daily records on each student's individual progression through the classroom.
- Maintain the school's system of record keeping.
- Complete individual ILP's and conference forms for all students.
- Keep a school calendar of events.



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Supervision of Classroom Assistants and Interns:

- Establish a harmonious relationship with assistant and intern.
- Conduct weekly staff meetings.
- Participate in staff evaluation.
- Support intern in every way possible.
- Report to the Executive Director regarding intern's progress fortnightly.
- Call/find substitutes for staff members in emergency situations.

Administration:

- Plan, prepare, and organize all materials for parent volunteers.
- Ensure that the building, materials and playground are clean, safe and maintained. Report any maintenance issues to the Director.
- Care for all classroom animals and plants.
- Organize planning time for changing out material, cleaning and reorganizing works.

Absence:

Notify the Executive Director as soon as possible so that a substitute can be organized and let your assistant know.

Hours:

7:30am – 4pm including a half hour lunch break.

Requirements:

Lead teacher must meet the following basic requirements:

- MCI International Diploma
- Undergraduate degree
- Group Leader qualification
- At least 1 year experience in a Montessori primary classroom (internship could be considered to meet this criteria)
- CPR/First Aid certification
- A clear record through fingerprinting



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- Have the physical capacity to work with pre-school/Kindergarten aged children.
- Keep up with professional development 15 hours per school year.