



MONTESORI
IN REDLANDS

Job Description: Montessori Resource Teacher - Primary

The Montessori Resource Teacher's main objective is to support MIR student learner outcomes for students who need additional support beyond the classroom. This includes the following specific tasks:

Resource Teacher Duties:

- Implement tutoring sessions for students needing such services. This work to be done under the following guidelines:
 - Facilitate on-going planning and communication with classroom teachers to design activities compatible with the Montessori philosophy.
 - Work within the Montessori prepared environment if possible.
- Coordinate specific learning priorities with the student's Classroom Teacher and Student Study Team (SST).
- Observe students who have been identified by teachers as having difficulties.
- Implement lessons and practice that align with the Montessori curriculum, address student goals, and match specific student needs.
- Schedule student lessons for the purpose of providing efficient and effective support.
- Conduct on-going evaluation of student goals and objectives.
- Evaluate effectiveness of strategies and techniques used and adjust instruction and delivery as needed.
- Providing individual support to students through The Listening Program.

Student Services Team Duties:

- Attend Parent Teacher Conferences and Student Study Team meetings as needed.
- Support the Student Study Team (SST) and the Individualized Education Plan (IEP) process.
- Serve as a resource for classroom staff as needed.
- Substitute in classrooms as needed.
- Present parent education sessions and staff professional development as scheduled.

Maintaining the Environment:

- Maintain a clean, orderly environment for working with children.
- Make and maintain materials as appropriate.

Record-Keeping

- Maintain complete, accurate, and up-to-date records of student progress and assessments.
- Regularly plan appropriate lessons for each child or group.
- Track attendance, duration and activities completed in each session.
- Maintain records of child accidents or incidents.

Communication

- Communicate effectively with MIR teachers about student progress and needs.
- Communication with other staff and administration as needed.
- Maintain appropriate professionalism in communications with families. This includes:
 - Student Support Team meetings and Parent Teacher Conferences.
 - Notes or telephone calls regarding student progress as needed.

- Progress Reports for Parent Teacher Conferences.

General behavior expectations

- Maintain a professional, neat, and clean appearance, and a professional and positive attitude with families, children and staff.
- Be punctual and present during agreed-upon work hours.
- Maintain required professional qualifications, including:
 - continuing education on child development and/or Montessori practice
 - current CPR/First Aid certification
 - current TB testing results
 - current Mandated Reporter training
 - current Anti-harassment training

Days/Hours of work

- Be present during your on-site hours as outlined in your employment offer for the designated school year or as outlined in the School Calendar.
- Be present from 8:00am to 4:00pm during all school in-service days in August, June and as scheduled throughout the year.
- Attend all Student Services meetings as well as whole staff meetings.

This job description is not an employment agreement or contract. It is intended as a general guide of the duties and tasks we may ask you to perform as part of your employment with us. It is by no means an exhaustive list of all of your duties or responsibilities with us. Job descriptions are a dynamic living document that changes as business needs change. We may elect to clarify, change or even add to this job description and your list of assigned duties in the future. We operate as a team at Montessori in Redlands and from time to time you may be asked to perform tasks that you may have observed other people doing. Performing all tasks that you may be asked or assigned to do is an important part of being a team member.

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk or otherwise communicate, hear and observe the children and their surroundings.
- The employee frequently is required to stand, walk, sit; use hands and feet; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 100 pounds.
- Specific vision requirements include the ability to see at close range.
- Fine hand manipulation.
- Emotional fortitude and ability to regulate emotions and maintain appropriate reactions and responses to emergencies and non-emergency situations that may arise in the classroom.
- Patient and calm demeanor to provide a nurturing learning environment.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the position successfully. Reasonable accommodations may be made for individuals with disabilities to assist them in performing the essential functions of the position. Please contact Human Resources or the Head of School if you need an accommodation.

Have fun and enjoy the wonder of the children!