



Job Description: Teacher

Classroom Duties:

The Montessori in Redlands teacher's job is to prepare and maintain a Montessori environment, and to implement a Montessori program according to the AMI Montessori training. The information that follows outlines the essential functions for this position in all aspects and areas of your teaching responsibilities.

- Observe children's development and behavior in order to present appropriate lessons, material, and experiences.
- Present Montessori lessons as appropriate.
- Create and maintain an orderly, harmonious, and safe classroom environment and culture.
- Create, maintain, and supervise a gracious lunch and snack procedure.
- Foster children's intellectual and personal growth and independence.
- Supervise and direct the classroom assistant(s).

Activities Outside of the Classroom

- Plan and supervise age-appropriate, enriching and safe field trips or outings.
- Ensure safe travel to and from the outdoor play environment.
- Supervise safe, constructive outdoor play daily (when possible).

Maintaining the Classroom Environment:

- Maintain a clean, orderly classroom environment.
- Make and maintain materials as appropriate.
- Manage annual classroom budget for purchases.
- Communicate material and environment needs to the administration.

Record-Keeping and Planning

- Maintain complete, accurate, and up-to-date records of children's personal and intellectual development.
- Regularly plan appropriate lessons for each child.
- Maintain records of child accidents or incidents.

Communication

- Communicate effectively with Assistants and Administration as needed.
- Communicate regularly with parents regarding children's personal and intellectual development and any issues that arise. This includes:
 - twice yearly conferences, or more often if needed
 - written summaries of children's work and development twice yearly
 - monthly classroom notes or newsletter
 - notes or telephone calls regarding issues, concerns, achievements, etc., as needed

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 in the classroom during your regularly scheduled hours and all other hours as assigned.
- 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 agreement 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 MIR teacher meetings as well as whole staff meetings.
- Attend parent nights and community events to which you are assigned.
- Use additional time as necessary for parent communication, maintenance of the environment and materials, planning and record-keeping, and other activities necessary to conscientiously carry out the work in this job description

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 their positions. Please contact Human Resources or the Head of School if you need an accommodation.

Have fun and enjoy the children!