



Classroom Teacher

Job Description

A classroom teacher works to encourage independence, confidence, and intellectual creativity for our students in a safe, supportive, and diverse environment as guided by the philosophy of Dr. Maria Montessori.

Duties and Responsibilities

- Be responsible for the welfare, safety, and educational achievements of students.
- Work with students of varying abilities in the classroom. Be prepared to participate in meetings, training, and planning groups to cooperatively and fully serve the needs of each child.
- Complete and maintain all records, reports, evaluations, inventories, and tests in a timely manner as required by the school.
- Prepare and maintain a clean, orderly, and attractive Montessori environment, including upkeep and inventory of materials.
- Attend staff meetings and professional development programs.
- Attend school and Home and School functions as requested.
- Be familiar with and follow the policies as outlined in the Employee Policy Manual and the Parent Handbook.
- Understand and promote the school's purpose, objectives, and policies to parents in a positive and supportive manner.
- Provide for parent conferences, meetings, and communications throughout the school year.
- Meet with the Head of School to solve problems as necessary as they relate to school, families, and staff.
- Conduct new student / parent interviews and tours.
- Maintain confidentiality of all school matters.
- Perform other duties as assigned by the Head of School.