LEAD TEACHER
Job Description

The Lead Teacher

- Understands and promotes the school’s mission, vision, objectives, and policies both within and outside the immediate school community.
- Provides an instructional program that supports the individual needs of the children in accordance with the school’s mission and vision.

A. Planning, Preparation and Instruction

1. Use Montessori curriculum and supporting instructional practices to develop materials and lessons to meet the needs of both the group and individual students.
2. Follow the child by adapting instruction to meet the unique learning needs of each child, including children with identified special needs.
3. Record observations and evidence of children’s growth and development.
4. Interpret and use observations to inform instructional decisions for individual students.
5. Empower children to take ownership of their learning, developing their individual interests through projects, independent studies, research, and/or independent work choices.
6. Provide a classroom atmosphere where children work collaboratively and independently.
7. Ask questions that support the development of critical, independent, and creative thinking.
8. Allow time for reflection by children about their work and learning both individually and with the group.

B. Classroom Environment/Management

1. Prepare an environment in which the furnishings and materials correspond to the needs of the group and evolve as the needs of the group do throughout the year.
2. Maintain a clean, orderly, and attractive environment, including the care and maintenance of classroom materials and equipment.
3. Create a safe, secure, learning environment by showing appreciation and respect for the individual differences and unique needs of each member of the learning community.
4. Model and teach conflict resolution and problem solving strategies in the classroom.
5. Be consistent and clear with logical consequences to help children to manage issues.
6. Foster a classroom community that provides continuity in rules and expectations for behavior similar to those developed across all classrooms.
7. When the classroom community is not functioning smoothly, look at one’s self and the classroom environment to address the concerns.
8. Supervise children at all times during class in a proactive manner.

C. Communication

1. Be responsive, respectful, and courteous in all communications in the school community.
2. Emphasize the positive aspects of most situations.
3. Seek out information to clarify questions.
4. Communicate to others with a professional manner that supports an understanding of the school’s program and develops positive relationships within the school community.

5. Proactively address and communicate issues of concern to fellow teachers and Head of School including discipline concerns, family concerns, etc.

6. Protect the privacy/confidentiality of each student and family in the school community.

7. Establish a positive relationship with co-teacher and maintain regular communication with regard to a child’s specific needs.

8. Be available to parents for conferences throughout the school year to share and discuss any concerns in regard to their child’s specific needs.

9. Respond to parents, staff, and others seeking information with a timely response.

10. Communicate to the school community about classroom happenings through the school newsletter and/or classroom newsletters on a monthly basis.

11. Participate in parent programs that help nurture an understanding of their classroom curriculum and philosophy.

12. Complete Progress Reports and narratives in a timely manner and according to schedules.

13. Assist in the development of and participate in school functions, including but not limited to Open Houses, Parent Education opportunities, and family events.

D. Professional Responsibility

1. Continually reflect on and refine classroom practice.

2. Collaborate in professional growth with members of the school community.

3. Maintain membership in a professional organization related to area of specialty.

4. Read journals, books, articles to support your teaching in your classroom.

5. Attend and contribute to meetings, discussion groups, committees, etc.

6. Adhere to guidelines and policies as established in the employee handbook.

7. Attend opportunities for professional growth, as required by DPW (6 hours).