

Swan River Montessori Charter School Job Description: Lead Teacher

Reports To: School Director **FLSA Status:** Exempt

Summary: Plans and implements daily Montessori classroom lesson plans and assures safety of children in the classroom by performing the duties below.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Plans and prepares lesson plans and submits in accordance with administrative guidelines.
2. Oversees and facilitates the general safety of the classroom environment and its activities, including outside play.
3. Interacts with children through instructional methods to include math, music, arts and crafts, reading, writing, science, social studies and physical activities.
4. Assists children with completing assigned projects and enhancing learning skills.
5. Monitors talents, special abilities, disabilities, deficiencies or problems of each individual child, documents issues/concerns as needed in log book and notifies administration.
6. Promotes and fosters each child's positive self-esteem and individual development toward fullest potential in the areas of physical, social, emotional and cognitive growth.
7. Prepares thorough evaluations for children and holds parent/teacher conferences a minimum of two times per academic year.
8. Establishes and maintains a positive interpersonal relationship with all children, fellow staff, parents/guardians and the community.
9. Assists children with personal care activities to include toileting, feeding and cleanliness needs in relation to age/stage of development.
10. Assists in the daily supervision of volunteers, room assistants and room paraprofessionals.
11. Attends in-service training, teacher workshops, school events, parent/family education nights, conferences, staff meetings and parent meetings as required.
12. Maintains strong daily attendance on all school days (approximately 173 school days per academic year on average). Uses appropriate procedures if unable to come to work at any time.
13. Performs general classroom cleaning duties as necessary.
14. Orders teaching materials within the classroom budget.
15. Maintains accurate and current attendance records and other related paperwork.
16. Adheres to all established policies, procedures and codes of ethics.
17. Assigns appropriate additional or alternative studies to students either not meeting or exceeding attainment.
18. Fully understands and adheres to all policies and procedures as written in the SRMCS Employee Handbook.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education/Experience:

Bachelor's degree (B. A.) from a four-year college or university.

Preferred Education/Experience:

Montessori Certification in appropriate area. Minnesota Teacher Licensure in appropriate area.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, internet software, and database software.

Certificates and Licenses:

Teacher license for the appropriate grade level through the State of Minnesota, Montessori certification for the appropriate grade level, and CPR certification.

Supervisory Responsibilities:

Directly supervises Assistant Teachers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands, reach with hands and arms and talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl.

Application Procedure: Interested candidates should send a resume/CV to director@swanrivermontessori.org

**Swan River Montessori Charter School
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