



## LEAD TEACHER JOB DESCRIPTION

The Lead Teacher at Roots Montessori is a guide to help our students direct his/her activities academically, spiritually, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her fullest potential in these developmental areas, in accordance with Montessori philosophy and AMS criteria.

Qualifications: Lead teachers should have AMS certification for the level in which they teach and a four year college degree. Good interpersonal skills are necessary. The teacher should have the ability to work not only with children but with parents and other staff members as well. A positive, open and respectful attitude toward all children is a requirement.

### Job Responsibilities:

- Responsible for preparation and maintenance of the classroom environment, materials and equipment; ensures that all materials are in good repair and all sets complete.
- Plan and implement the Montessori curriculum. Give appropriate presentations and utilize Transparent Classroom system to track the children's progress, tag photos, and keep accurate student records.
- Supervise the classroom assistant, interns, substitutes, and parent volunteers. Provide necessary instruction and training for those assisting in the classroom environment.
- Promote healthy communication among staff members.
- Facilitate a respectful environment for children and adults by advocating conflict resolution and Grace and Courtesy lessons.
- Stay within classroom budget every year.
- Ensure respectful and open lines of communication with parents. Be available to parents through written communication, setting up conferences, and educating parents in Montessori philosophy.
- Assist with planning and hosting family and community activities throughout the year.
- Assess prospective children when they visit the school.
- Provide first aid as needed and complete appropriate forms for parents.
- Comply with all continuing education requirements.
- Attend all faculty meetings and scheduled staff events.
- Be a community leader, responsible for the school in the absence of an Administrator.

The Lead teacher is also responsible for maintaining the operation of the classroom in accordance with State of Michigan guidelines, the Department of Human Services rules, and Department of Health guidelines and requirements. The Lead Teacher performs his/her services under the direction and supervision of the Head of School.