



# High Desert Montessori School

## Elementary Teacher Job Description

**Reports to:** School Principal

**Wage/Hour Status:** HDMS Salary Scale for the current school year is available on the HDMS website.

**Prime Directive:** To connect the student to the Montessori materials and lessons in a manner that will facilitate meaningful work. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society. Prepare students for life while supporting the HDMS Mission Statement.

**HDMS Mission Statement:** High Desert Montessori School provides a safe, nurturing school environment that fosters independence, problem-solving skills, and great work in our students. We offer tools to explore the universe through Montessori's Cosmic Education, the purpose of which is to link all areas of human knowledge. We urge all of our students to be participating members of a socially-conscious and green community by inspiring them to be critical thinkers capable of reflection, communication, and action. We comply with all Nevada Academic and Next Generation Science State Standards.

### **Qualifications:**

- Ability to Receive Nevada Teacher Certification: Highly Qualified under NCLB, clear license, for which a bachelor's degree at the minimum is required.
- Required endorsements for subject and level assigned.

### **Special Knowledge/Skills:**

- Montessori training from Association of Montessori Internationale (AMI) or American Montessori Society (AMS) or Montessori Accreditation Council for Teacher Education (MACTE) accredited program *OR* a willingness to begin training within the first year of being hired by HDMS.
- In depth knowledge of subjects assigned.
- Specific knowledge of Nevada State curriculum and instruction for the grades to be taught.
- Ability to instruct students and manage their behavior.
- Strong organizational, communication, and interpersonal skills.

**Experience:** Student teaching or approved internship is required.

### **Major Responsibilities and Duties:**

#### **Instructional Strategies:**

- Develop and implement lesson plans that fulfill the requirements of Montessori curriculum

program and show written evidence of preparation as required and in conformity to the **Employment Agreement for Certified Teaching Staff**.

- Prepare lessons that reflect accommodations for differences in student learning styles.
- Present subject matter according to guidelines established by AMI/AMS, HDMS board policies, and administrative regulations.
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Conduct assessment of student learning styles and use results to plan instructional activities.
- Work cooperatively with special education teachers to modify curriculum as needed for special education students according to guidelines established in Individual Education Plans (IEP) and Response to Intervention plans (RTI).
- Work with other members of staff to determine instructional goals, objectives, and methods according to School requirements.
- Plan and supervise assignments of teacher aide(s) and volunteer(s).
- Use technology to strengthen the teaching/learning process.

### **Student Growth and Development:**

- Help students analyze and improve study methods and habits.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by High Desert Montessori School administrator.
- Teachers are required to provide tutorials as scheduled by special education consultants and school administrators in order to assure that all children are making average yearly progress (AYP) for their personal development and growth.
- Be a positive role model for students; support the mission of High Desert Montessori School and the Washoe County School District.

### **Classroom Management and Organization:**

- Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with Parent/Student Handbook and the Positive Discipline Policy.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Assist in selection of books, equipment, and other instructional materials.
- Maintain close supervision of student's use of the internet.
- Prohibit anything from entering the classroom that will interfere with the learning environment.

### **Communication:**

- Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers. Weekly parent newsletters are required
- Respond to email or phone requests within 24 hours.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use effective communication skills to present information accurately and clearly.

**Professional Growth and Development:**

- Participate in staff development activities to improve job-related skills.
- Attend on-going Professional Development coursework to maintain the requirements of Nevada State Teaching License and/or the Washoe County Social Service Child Care Licensing Division.

**Other:**

- Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
- Personally compile, maintain, and file all physical and computerized reports, records, and other documents required to keep child's individual files up to date and current.
- Attend and participate in faculty, RTI and PLC meetings and serve on staff committees as required.

**Supervisory Responsibilities:**

- Supervise assigned teacher aide(s).
- Be a positive role model to teaching aides, teacher trainees, and volunteers.
- Monitor and direct the activities of your classroom aides and volunteers.
- Facilitate meaningful work for your teaching aide within your classroom area.
- Adapt the duties and responsibilities of a classroom aide to uniquely take advantage of your classroom aide or volunteers' natural skills and abilities.