



AMS Lead Teacher Job Description

The lead teacher reports to the Executive Director and is responsible for the general supervision and management of the children in the designated classroom, planning and executing the Montessori philosophy in accordance with the purpose and goals of Alfred Montessori School, and overseeing assistant teachers, substitutes, work study students, interns, and volunteers.

Qualifications

Professionally prepared as a teacher of young children, especially in the field of early childhood education and/or child development (meeting the clearance and job requirements of OCFS). Must be mature, of good character, and possess suitable personal qualifications. Must be in good physical/mental health and have the energy and emotional stability necessary to fulfill the responsibilities of the position.

Education and Experience Requirement

Associate's degree in Early Childhood, Child Development or related field or Child Development Associate credential, or 9 college credits in Early Childhood, Child Development or a related field, with a plan leading to a Child Development Associate credential and two years experience related to caring for children.

Skills

- ✓ Ability to implement a high-quality, age appropriate Montessori curriculum to successfully engage children and foster physical, emotional, development Extensive knowledge of developmentally appropriate practices in early childhood
- ✓ Ability to develop rapport with children, parents, and co-workers
- ✓ Strong leadership qualities and skills
- ✓ Strong classroom and behavior management skills with children
- ✓ Effective organizational skills
- ✓ Ability to conform to an established work schedule
- ✓ Ability to effectively communicate, verbally, and in writing in a concise and effective manner
- ✓ Ability to understand and follow directions precisely
- ✓ Ability to exercise tact, discretion, and confidentiality
- ✓ Ability to calmly react to, follow, and enforce emergency procedures
- ✓ Ability to maintain a professional appearance and attitude
- ✓ Ability to have FUN!!!

Responsibilities

Responsibilities include, but are not limited to:

- Instruct children according to the Montessori Philosophy, using appropriate Montessori materials.
- Create a warm, nurturing, and safe environment in which individuality is respected and independence is encouraged in both staff and children
- Greet the children and parents upon entrance to the classroom
- Prepare the environment with challenging, age appropriate materials (works, theme units)
- Instruct supportive staff on the proper use of Montessori Materials and Methods
- Collaborate with the other teachers, foster a cohesive teaching team, and maintain consistency for the children
- Prepare monthly snack menu and corresponding shopping lists
- Contribute to compliance with NYS OCFS Regulations
- Supervise upkeep of all educational equipment and materials in assigned classroom
- Maintain progress records of each child's academic and social growth and development
- Conduct regular formal and/or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress
- Effectively train, manage, and utilize classroom assistants, substitutes, work study students, interns, and volunteers
- Supervise all activities to ensure safety at all times
- Read, know, follow, and enforce emergency procedures, AMS policies, rules and health/fire/safety codes applicable to the facility
- Attend and participate in monthly staff meetings, and required training
- Be responsible for the sign in and out procedures and health documentation
- Report any relevant information about the children, parents, or staff to the Executive Director
- Document and maintain accident and behavior reports
- Use appropriate positive guidance and discipline techniques with the children
- Maintain the AMS community by actively attending and participating in Board meetings, fundraisers, and other school events.

✓ Work with children on the floor

Physical Requirements

Must have the ability to:

- ✓ Lift up to 40lbs
- ✓ Repetitive bending and stretching
- ✓ Climb up and down stairs
- ✓ Have mobility required to ensure the safety of the children
- ✓ Work outdoors in any variety of weather
- ✓ Perform light duty cleaning
- ✓ Light typing and word processing

- ✓ Must be willing to sing, dance, and act silly at any given moment