



JOB DESCRIPTION

Job Title	Montessori Teacher
Department	Teaching & Learning
Reports To	Building Principal
Classification	Certified
Location	Montessori School
Salary	On Schedule
Length of Contract	On Schedule

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Montessori Teacher Facilitates and guides instruction of the Montessori students under the supervision of the Chippewa Valley Montessori Charter School Administrator. The Montessori teacher develops and/or implements the innovative academic curricula of the Montessori school to meet the individual academic needs of each student as well as plans and implements curricula, instruction, and assessment based on Montessori principles.

Essential Job Functions

- Implement the models and philosophy of the Chippewa Valley Montessori Charter (CVMCS) school.
- Assist with the education of parents, Governance Board members, and community members about the components and value of Montessori instruction.
- Plan a variety of instructional activities to meet the individual needs, interests, and abilities of students in accordance with recognized Montessori best practice and the models approved by the Governance Board.
- Assist with the identification, selection, and evaluation, and inventory of instructional materials, supplies, equipment, and software.
- Maintain knowledge of current trends and research in curricular areas, climate models, and assessment techniques in accordance with the policies approved by the Governance Board,
- Facilitate and evaluate the learning experience and progress of the students based on Montessori principles.
- Assist in the development of the curricula appropriate to CVMCS and the needs of the individual students.
- Complete all appropriate special education related functions for students in his/her classes.
- Team-teach with instructors from the CVMCS where appropriate.
- Provide formal and informal feedback regarding student progress to students, parents, and school officials as appropriate.

- Maintain appropriate records related to student progress, attendance, behavior, etc.
- Provide guidance which will promote the welfare and educational development of the student.
- Establish and maintain a classroom environment that is orderly and conducive to optimal learning.
- Maintain positive relationships with students, colleagues, and parents to promote effective communication.
- Maintain positive relationships with the CVMCS Governance Board and community partners.
- Assist in the development of and participate in continuous training programs to maintain state-of-the-art knowledge of the Montessori best practice and other models adopted by the CVMVS Governance Board.

Ancillary Job Functions

- Participates in professional development opportunities for the purpose of improving quality instruction for students.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Department of Public Instruction (DPI) license/certification in the subject and grade level of the position teaching OR a DPI license/certification outside of the subject and grade level of the position teaching AND a DPI Charter School license.
- Completion of a training certification program as a Montessori instructor for the appropriate level(s) within two year of hire.
- Compatibility with Montessori philosophy and educational programs.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Demonstrated ability to help students learn using the Montessori curriculum.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent communication skills and ability to interact effectively.
- Ability to work with students and families of diverse backgrounds.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to implement Montessori learning environment utilizing Montessori principles.
- Ability to work effectively with others.
- Knowledge of developmental stages.
- Exceptional communication skills.
- Ability to utilize the discipline model(s) approved by the CVMCS Governance Board.
- Ability to work independently and as part of a team.

- Ability to maintain confidentiality.
- Ability to work in a multi-age environment.
- Ability to be flexible and problem solve.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment.

Physical Requirements – The physical demands described below 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 essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to grasp, push, reach, and stoop/kneel/crouch.
- Must have clarity of vision, three-dimensional vision, and precise hand-eye coordination.
- May be required to lift up to 10 pounds.