

Quad City Montessori School

Pre-Primary Teacher Job Description

Immediate Supervisor: School Administrator

Purpose:

The Montessori Director/Directress is a guide who helps direct his/her students' activities academically, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her full potential in these developmental areas, in accordance with Montessori philosophy and procedures.

Duties will include, but not be limited to:

On-going, daily tasks

- Pre-class preparation, including consultation with assistant teacher.
- Outline projected routine of the day, including any special activities
- Convey information concerning the special needs of some children; propose possible strategies that will support positive behavior and minimize negative behavior.
- Identify a given group of children who might be show certain materials (or steps for use of these materials)
- Track attendance, hot lunch usage, and students in/out and report to the school office
- Receive and welcome students; greet parents/caregivers
- Consult with other teachers for curriculum ideas, sharing materials, and scheduling common activities

Tasks during class

- Observe class's overall feeling and tone
- Assist children who need individual help to choose work
- Protect working children from interference (including adult)
- Prepare to make small group presentations involving a new material or progressive step
- Give individual presentations to children
- Withdraw at regular intervals to observe
- Uphold and reinforce positive behavior by
 - Modeling behavior
 - Drawing attention to ground rules
- Remain in contact with the whole group and sense changing mood or activity
- Unobtrusively monitor the work of individual children
- Record important points briefly, for expansion later
- Treat children with unconditional positive regard and provide individualized care for needs
- Monitor group activities to maximize healthy socialization, fostering of community and healthy recreation
- Calmly prepare transition activities
- Incorporate dismissal routine as one of the day's crucial activities
- Work to maintain health and safety standards with snack, handwashing and toileting

Tasks after class

- Make minor material repairs
- Refresh the environment
- Complete daily notes

- Reflect on individual children and group interaction
- Assemble materials for the following instructional day
- Confer with assistant teacher to compare observations, discuss relevant points in Montessori theory, demonstrate a learning material, exchange ideas or alternate ways to cope with a given child (do not just concentrate on problems), and review successful group activities and “invent” new ones
- Review and practice with materials, especially those soon to be presented
- Review transgressions of ground rules by adults and children and try to analyze possible causes; attempt to find counter strategies

Weekly tasks

- Double check all learning materials
- Remove all items that need repair, replacement or cleaning
- Rotate books
- Note needed janitorial services
- Restructure classroom routine as needed
- Place orders or go shopping
- Plan how to use volunteers or “special resource people” for next week
- Update personal notes
- Meet with co-workers and school administrator to share ideas, plan and problem solve
- Perform the following selected duties as needed:
 - Update long-range class and children’s records
 - Organize special projects
 - Read professional journals or articles
 - Confer with administrator as requested
- Submit weekly attendance, hot lunch and in/out sheet to school office

Occasional on-going tasks

- Prepare notes for conferences
- Participate in staff meetings
- Participate in parent education
- Participate in Board meetings, as requested
- Participate in professional meetings outside of school
- Prepare for school’s community activities such as open houses, observation and all general meetings or special events
- Participate in at least one QCMS Board of Directors sub-committee by attending and engaging in meetings as requested

Qualifications

Pre-Primary Teachers will have at minimum:

- Completed Montessori coursework in the age-level teaching
- Seventeen credit hours toward AAS in early childhood or elementary education/elementary curriculum and instruction

Compensation

Quad City Montessori School Pre-Primary Teachers will be paid a base salary of \$15,000 per year. In addition to base salary, Pre-Primary Teachers will be paid according to education and credentials as follows:

- Plus \$200/year for every 9 credits (after 17 credits from base) toward AAS in EC (up to 63 credits)

- Plus \$200/year for CDA credential
- Plus \$200/year for PITC credential
- Plus \$660/year for AMI or AMS credential
- Plus \$990/year for AA/AS
- Plus \$1650/year for AAS in EC
- Plus \$200/year for every 9 credits toward BA/BS in EC or elementary education / elementary curriculum and instruction (up to 120 credits)
- Plus \$1650 for BA/BS in anything
- Plus \$3,300 for BA/BS in EC or elementary education / elementary curriculum and instruction

Professional Development

It is expected that all Pre-Primary Teachers will strive to continually educate themselves through credit and non-credit coursework, professional meetings and conferences. In addition, teachers will meet or exceed Iowa Department of Human Services guidelines as indicated in section 109.7.

Evaluation

Pre-Primary Teachers will be evaluated annually. Evaluations will be completed by the Educational Director and School Administrator.