

## **Spruce Pine Montessori School Job Description**

**Job Title:** After School Lead Teacher

**Reports To:** Head of School

**Status:** exempt

**EXPECTATIONS FOR ALL EMPLOYEES:** Promotes the image of the school and supports its mission, vision, and goals by exhibiting the following behavior: excellence, competence, innovation, collaboration, respect, resourcefulness, flexibility, and accountability. Uses positive and professional language and exhibits loyalty to the school at all times. All employees must be punctual and ready to greet children when they arrive. Tardiness and absenteeism is not acceptable.

### **SUMMARY:**

The lead teacher provides a warm, nurturing and safe environment where self-direction is enhanced, independence encouraged and individuality respected. All teachers meet the emotional, physical, intellectual and social needs of both the individual and the group in the following areas: classroom environment, management and professionalism. Assistant teachers follow the direction of the lead teacher and report to the lead teacher.

**ESSENTIAL DUTIES** include the following; others may be assigned

- Develops activities and cares for children in ways consistent with Montessori philosophy
- Is responsible for the safety and physical well being of the children at all times
- Adheres to professional standards as an educator for the purpose of maintaining quality and excellence
- Follows all policies and procedures of the school as written in the employee and parent handbooks
- Prepares a classroom environment in which the furnishings and materials create an imaginative, nurturing, learning environment and corresponds to the needs of the group
- Protects the privacy and working atmosphere of the class at all times
- Supervises children in the classroom and on the playground at all times
- Assists in the training of and supervises children in fire drills
- Greets children and parents as they arrive for After Care or pickup
- Insures parents sign out at pick up time
- Notifies the Head of School immediately of personal difficulties with children, parents, or staff members
- Leaves messages from parents for Classroom Lead Teachers or Head of School
- Reads Staff Meeting minutes and consults with Head of School for details as needed.
- Takes responsibility for the care and maintenance of the classroom and teaching materials and equipment. Organizes storage of supplies, materials, and activities
- Plans and purchases After Care Snack within budget provided
- Makes classroom materials as needed
- Oversees and participates in cleaning the classroom, kitchen and bathroom.
- Reports all accidents or unusual situations to the Head of School and writes a dated report in classroom journal.
- Supports all school related fund raising projects

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. The successful candidate must love and respect children, exhibit leadership qualities, have a sense of humor, be friendly and work cooperatively with teams, must be self motivated and have the personality to motivate others, and must be able to set priorities and meet deadlines. This position requires a high level of interpersonal skills to handle sensitive and confidential situations with a continual need for tact and diplomacy, must be able to manage a wide variety of personalities. Must have excellent decision-making skills. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (B.A.) from a four year college or university preferably in a related field and NC Early Childhood credential or in the certification process; Red Cross training in first aid and community CPR, valid NC drivers license, local criminal background check, medical exam and Tb test; experience with children.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general periodicals, professional journals, and governmental regulations; ability to speak to children with respect and to be firm but kind when managing difficult behavior; ability to respond politely to sensitive inquiries or complaints and to communicate those complaints to the Head of School clearly and accurately.

**MATHEMATICAL SKILLS:** Ability to manage monthly snack budget.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out job description. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk. The employee is regularly required to stand, and sit on the floor. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is moderate to loud.