Spruce Pine Montessori School
Job Description

Job Title: Upper Elementary Lead Teacher
Reports To: Head of School
Status: exempt

DESCRIPTION OF SCHOOL AND PROGRAM:

Spruce Pine Montessori School, founded in 1972, is located in the beautiful Blue Ridge Mountains of Western North Carolina. We serve approximately 60 students and act as the only alternative education program to public schools in four counties wide. Our facilities are lovely, the staff are welcoming and highly skilled, and our family community is actively involved in the life of the school. The successful candidate will enjoy living and working in a somewhat isolated, rural environment.

In addition to the traditional classroom work of a Montessori Upper Elementary, students participate in service work in our community, go on many field trips, and an annual campout. In the past, students have also produced a school play and traveled to nearby cities, such as Charleston and Washington, DC. Assistance for all extracurriculars comes from the Elementary assistant and parent volunteers.

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.

SUMMARY: The lead teacher is a guide who helps direct the children's activities academically, spiritually, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his or her fullest potential in these developmental areas, in accordance with Montessori philosophy.

ESSENTIAL DUTIES include the following; others may be assigned:

- Serves as a dynamic link between the child and the environment.
- Acts as a systematic observer of the child and an interpreter of his needs as well an evaluator of self and child's daily progress.
- Acts as a supporter of each child offering warmth, security, stability and non-judgmental acceptance to all.
- Develops and implements curriculum that complies 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 employment and parent handbooks.

- Prepares a classroom environment in which the furnishings and materials are create an imaginative, nurturing, organized 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, on the playground, and on field trips at all times.
- Trains and supervise children in monthly fire drills.
- On a rotating basis, greets children and assist them out of their cars safely, assist children safely into their cars at pick-up time.
- Maintain current, accurate, individual progress notes, attendance records, incidental notes and weekly overview of class work.
- Holds at least two conferences per year with parents.
- Maintains on-going communication with parents regarding children's specific needs and school operational needs.
- Participates in staff and parent/teacher meetings and any other meetings deemed necessary by the Head of School.
- Takes responsibility for the care and maintenance of the classroom and teaching materials and equipment. Organizes storage of supplies, materials, and activities.
- Makes or purchases classroom materials as needed.
- Reports all accidents or unusual situations to the Head of School and writes a dated report in classroom journal.
- Notifies the Head of School immediately of personal difficulties with children, parents, or staff members.
- Assists with developing other projects, programs, and planning as requested by Head of School.
- Supports all school-related fundraising projects.

SUPERVISORY RESPONSIBILITIES: Oversees the assistant, parent volunteers, classroom subcontractors, and substitute teachers.

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 four- year college or university preferably in elementary education or related field and Montessori Elementary certification or certification in process; Red Cross training in first aid and community CPR, valid NC driver's 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, technical procedures, or governmental regulations. Ability to write articles, business correspondence, reports, and procedure manuals. Must have the ability to effectively present information and respond to questions from groups of parents, and the general public; ability to respond effectively to the most sensitive inquiries or complaints; ability to make effective presentations to public groups.

MATHEMATICAL SKILLS: Ability to read and follow basic budget procedures and ability to teach math concepts for upper elementary level.

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 is required to walk. The employee is regularly required to stand, and sit on the floor. The employee must occasionally 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: 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 usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION AND BENEFITS:

Salary range between $25,800- $38,920, commensurate with education and experience
10 sick/personal leave days per year
5 paid holidays
3 weeks paid vacation during 10-month school calendar, 9 weeks unpaid vacation in summer
3% matching IRA funds after two years of employment
Seasonal bonus
Short-term disability
75% tuition reduction for one qualified child

Email resume and cover letter to Head of School: headofschool@sprucepinemontessori.org