

# MONTESSORI PEAKS ACADEMY

**Date Written:** January 2021  
**Job Title:** Lead Teacher Job Description  
**Pay Range:** \$45,000 - \$70,000  
**Full Time:** 184 working days beginning August 1 and ending July 31

## Basic Function

The Lead Teacher is responsible for providing an appropriate environment where Montessori concepts are enhanced, independence encouraged and individuality respected. The Lead Teacher is an employee of Montessori Peaks Academy (MPA) and, as such, is expected to create and project a positive image of MPA. This position reports directly to the Principal and/or Director of Montessori Peaks Academy.

## Duties and Tasks

- Plan and develop age appropriate curriculum appropriate for the age level that promotes intellectual, social, emotional and physical growth of the student, to include the school year lesson plan, special units, projects, field trips, speakers, textbooks and material requirements.
- Monitor the arrival of students on a daily basis, recording and notifying the school of absences.
- Monitor the departure of students, ensuring they are leaving with authorized individuals.
- Prepare the classroom environment before the students arrive in the fall and prepare the room for cleaning at the end of the school year.
- Maintain an orderly, aesthetic, and purposeful classroom environment to ensure the business of learning is conducted.
- Prepare and use class materials that are consistent with the Montessori philosophy, relevant to the curriculum and developmentally appropriate for the student.
- Compile and maintain continuous student progress records and track daily attendance. These records are to be available to the Principal and individual students' parents at all times.
- Schedule and conduct parent/teacher conferences per school year in accordance with the school calendar to review and communicate student progress, development and individualized learning plan, which include assessment updates.
- Review with the Principal and/or the special needs team the status of the special needs/at risk student population and prepare development plan recommendations and review implementation methods.
- Communicate comprehensively with parents, Primary Coordinator, and the Principal regarding classroom activities, including checking the Jeffco email daily.
- Plan and manage off-campus activities in a manner that ensures proper parental consent, adequate supervision and student safety at all times, to include preparation of an appropriate contingency plan.
- Solicit and advance the involvement of parents in the process of their children's education.
- Return telephone calls and emails from parents within 24 hours received.
- Prepare requisition requests for materials to the Principal and/or Director for approval in accordance with MPA financial policies.
- Ensure the classroom is safe, orderly and clean in accordance with Montessori concepts of order, concentration, coordination and independence.

## Professionalism

- Monitor and manage assigned specific classroom budget allocation for respective school year, to include fundraising suggestions and planning, obtain the Principal's approval for non-budgeted expenditures for additional requested field trips, material resources, equipment, books, technology and other special project supplies.
- Attend in-service sessions and faculty meetings.
- Model respect for personalities and characteristics of students, parents and MPA staff.

- Assist in the training of assistants and interns specifically in the use and understanding of Montessori philosophy, materials and classroom management skills.
- Maintain confidentiality concerning issues regarding the students, parents and MPA staff.
- Respond to all requests for information (i.e., newsletter, grant applications, financial information, etc.) within the requested time period.
- Participate in one or more aspects of the school, i.e. serve on committees, work on projects, attend school-wide events, etc.
- Exhibit open, honest and respectful communication with the Administration, Board of Directors parents and MPA staff.
- Address difficult issues in an honest, professional, and timely manner.
- Model professional image at all times in conduct and appropriate dress.
- Respond affirmatively and on a timely basis to parent request for student progress reports and/or Parent/Teacher conferences outside of the schedules school calendar.
- Follow and adhere to the established discipline policy as established, consulting with the Principal as needed.
- Develop and apply appropriate methods of teaching to accommodate individual student learning styles.
- Set clear expectations for student behavior and learning.

The Board of Directors of Montessori Peaks Academy reserves the right to modify, supplement, rescind or revise any provision of this job description and/or expectations, as necessary or appropriate in its sole discretion, upon written notice of same to Principal, Primary Coordinator, and Lead Teacher(s).

#### Required Qualifications/Requirements

- Montessori Teaching Certificate required
- Colorado Teaching License

#### Physical Requirements

Normal routine levels of activity related to bending, carrying, climbing, hearing, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that cannot always be anticipated. Ability to lift and carry equipment, such as large test kits, up to 35 pounds. Ability to meet physical needs of students.