

# **JOB DESCRIPTIONS**

## **GUIDES AND SELF DIRECTED INTERNS**

The guide is the “head” of each classroom and has primary responsibility for the classroom and the children under her direction. The guide reports directly to the Head of School but must be able to regularly exercise discretion and independent judgment (self-directed interns should consult with their supervising guide.) It is each staff member’s responsibility to become familiar with “Essential Elements”. “Essential Elements” is a document used to evaluate both classrooms and staff. Updated copies will be provided upon completion. Any questions or suggestions should be directed to the Head of School. An updated copy of “Essential Elements” will be emailed to you upon request.

### **A. Qualifications:**

1. Montessori certification from an accredited Montessori teacher education program for the level that s/he teaches.
2. Bachelor’s degree.
3. Minimum one year teaching experience in Montessori classroom at level of certification.
4. Meet school/state health requirements including training in CPR and first aid.

### **B. General Responsibilities:**

1. Abide by the school’s policies and procedures and carry out the Head of School’s directives.
2. Arrive promptly at designated time.
3. Design, organize, prepare and maintain a clean, aesthetic classroom environment in keeping with Montessori principles.
4. Plan, coordinate and implement the Montessori curriculum.

### **C. Responsibilities to the Child:**

1. Honor the individuality of each child with respect to race, gender, color, creed, national origin and learning style.
2. Demonstrate rapport with, and respect and kindness for, the students.
3. Foster an environment of respect through grace and courtesy lessons.
4. Protect the privacy and confidentiality of each student.
5. Protect the safety and well-being of the children.
6. Create an atmosphere that is conducive to individualized learning.
7. Ensure the proper care, maintenance and respect of all classroom materials. The children are to be brought into this responsibility.
8. Make objective observations of each child on a daily basis.
9. Keep records of children’s progress through work samples and social/academic record-keeping.
10. Be the child’s advocate when areas of concern arise.

### **D. Responsibilities to Staff:**

1. Demonstrate a rapport with, and respect and kindness for, fellow staff members.
2. Work cooperatively, remain nonjudgmental of staff, and utilize productive communication.
3. Be involved in the mentoring process as outlined in the Staff Handbook. (to be developed)
4. Attend all required staff meetings and participate as an active team member.
5. Participate in professional staff development and share information with staff.
6. Orient new staff to the classroom and the school.
7. Supervise and evaluate the assistant in the classroom.

### **E. Responsibilities to Parents:**

1. Establish and maintain respectful relationships with parents.
2. Provide for open channels of communication via email, newsletters, UNDERcurrents, telephone and memos.
3. Conduct Parent / Guide conferences as per the school calendar and when requested. Provide written reports as required.
4. Distribute flyers and school communications in a timely manner.

5. Provide for parent education opportunities.
6. Serve as the parents' advocate as necessary.
7. Attend school gatherings as outlined in the Staff Handbook.

**F. Responsibilities to Administration:**

1. Attend staff meetings as outlined.
2. Provide accurate attendance records at the end of each year for each child and intermittently as requested.
3. Inventory all classroom supplies and materials each year; make and/or renew materials as needed.
4. Prepare personal/professional goals and participate in on-going assessment.
5. Immediately notify Head of School of personal difficulties with children, parents or staff.
6. Submit all correspondence to the Head of School prior to distribution.
7. Execute regular fire and disaster drills as required.
8. Notify administration of any safety hazards.

**G. Responsibilities to the Board:**

1. Implement the school's Mission Statement.
2. Attend board meetings as desired.
3. If desired and/or as requested, serve on committees.

**H. Responsibilities to Community Building Committee (CBC):**

1. Select classroom representatives to serve as liaisons between the classroom and the CBC.
2. Support CBC activities.

**I. Responsibilities to Community:**

1. Be receptive to classroom observers and be available to answer pedagogical questions.
2. Interpret Montessori philosophy to the community.