

POSITION DESCRIPTION

TITLE:	Montessori Teacher	SUPERVISOR:	CVMCS Administrator
CLASSIFICATION:	Certified		

I. Accountability Objectives:

Facilitate and guide instruction of the Montessori students under the supervision of the Chippewa Valley Montessori Charter School Administrator; develop and/or implement the innovative academic curricula of the Montessori School to meet the individual academic needs of each student; plan and implement curricula, instruction, and assessment based on Montessori principles.

II. Position Characteristics:

Recruited by: Chippewa Valley Montessori Charter School Administrator, CVMSC Governance Board, and ECASD Personnel Department

Salary: Per ECASD Master Contract

Length of Contract: 189 Days and additional training at the discretion of the CVMCS Governance Board

III. Position Relationships:

Reports to: CVMCS Administrator

Coordinates with: Charter school staff, students, and parents

Type of Coordination: As directed by the CVMCS Administrator

IV. Position Qualifications:

Required Qualifications:

- Department of Public Instruction (DPI) license/certification or eligibility for such a license/certification in subject and grade level of position teaching OR a DPI license/certification outside the subject and grade level of position teaching AND a DPI Charter School License
- Completion of a training certification program as a Montessori instructor for the appropriate level(s) within one year of hire
- Compatibility with Montessori philosophy and educational programs
- Demonstrated ability to help students learn using the Montessori curriculum
- Completion of the mandatory state background check
- ECASD clearance to transport students and an appropriately insured vehicle capable of transporting 3 or 4 students at a time

Desired Qualifications:

- Ability to implement Montessori learning environment utilizing Montessori principles
- Ability to work effectively with others
- Knowledge of developmental stages
- Excellent communication skills
- Willingness to take and complete additional training in areas determined appropriate by the CVMCS Governance Board
- Ability to utilize the discipline model(s) approved by the CVMCS Governance Board

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- Ability to work independently and as part of a team
- Ability to maintain confidentiality
- Ability to work in a multi-age environment
- Ability to be flexible and problem solve

V. Position Responsibilities:

A. Training and Philosophy

- Maintain current working knowledge of Montessori principles of education
- Maintain current knowledge of instructional materials
- Maintain appropriate level of Montessori training
- Implement the models and philosophy of the CVM
- Assist with the education of parents, Governance Board members and community members about the components and value of Montessori instruction
- Facilitate parent education opportunities

B. Planning

- Plan a variety of instructional activities to meet the individual needs, interests, and abilities of students in accordance with recognized Montessori best practice and with the models approved by the Governance Board
- Assist with identification, selection and evaluation of instructional materials, supplies, equipment, software
- Maintain knowledge of the current trends and research in curricular areas, climate models, and assessment techniques in accordance with the policies approved by the Governance Board

C. Instruction

- Facilitate and evaluate the learning experience of the students based on Montessori principals
- Use effective Montessori principles to foster optimal student learning
- Plan and deliver instruction to meet the needs of individual students
- Assist in the development of the curricula appropriate to CVMCS and the needs of the individual students
- Complete all appropriate special education related functions for students in his/her classes
- Team-teach with instructors from the CVMCS where appropriate.
- Maintain inventory of Montessori classroom materials
- Ensure maintenance of all instructional materials
- Provide continuous information to parents regarding Montessori curriculum

D. Assessment

- Regularly assess each student's progress based on Montessori principles
- Provide formal and informal feedback regarding student progress to students, parents, and school officials as appropriate
- Maintain appropriate records related to student progress, attendance, behavior, etc.

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E. Student Climate/Discipline

- Understand and implement the educational and behavioral philosophy of the CVMCS
- Provide guidance which will promote the welfare and educational development of the student
- Establish and maintain a classroom environment that is orderly and conducive to optimal learning

F. Collaboration

- Maintain a positive relationship with students, colleagues, and parents to promote effective communication
- Maintain positive relationships with the CVMCS Governance Board and community partners

G. Professional Development

- Assist in the development of and participate in continuous training programs to maintain state-of-the-art knowledge of Montessori best practice and other models adopted by the CVMCS Governance Board
- Attend staff development activities and appropriate in-service activities

H. Other

- Attend and participate in facility and parent meetings
- Provide for the care and protection of school property
- Perform other duties as assigned

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