



**Highland** Community School

*A parent-directed, Montessori charter school*

## ***Highland Community School Job Description***

**Position: Montessori Teacher**

**Reports to: Executive Director**

### **General Description:**

The Montessori classroom Director/Directress (teacher) guides and helps direct the students' activities academically, emotionally, ethically, and physically in a prepared Montessori environment in accordance with Montessori philosophy. The teacher understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

### **Essential Duties and Responsibilities:**

- Prepares and maintains an environment in which the furnishings and materials are complete and correspond to the sensitive period/plane of development of the group.
- Provides direct and indirect instructional support to students in a positive environment that leads to the development of self-directedness, independence, concentration, and maintenance of dignified interactions to ensure the normalization and normality of the child.
- Employs Montessori strategies and techniques during instruction to improve the development of sensory and perceptual motor skills, language, cognition, and memory.
- Instructs students in the academic subjects according to the lessons laid out on the Montessori Albums using a variety of techniques that allow for on-going assessment of the academic and developmental needs to meet students' varying interests.
- Collaborates with special education teachers to modify the general education curriculum for students with disabilities based upon a variety of instructional techniques and technologies.
- Collaborates with other classroom teachers, supporting teachers, and staff to ensure the academic growth as well as the socio-emotional development of each child.
- Promotes a positive, supportive environment that models and teaches socially acceptable behavior, conflict resolution, and problem-solving strategies that reflect the values of dignity and social justice of our peaceful Montessori community.
- Establishes relationships and maintains regular communication with parents regarding their child's specific needs and accomplishments.

- Maintains accurate and complete student records and prepares reports on children and activities as required by laws, district policies, and administrative regulations using school required formats and computer applications.
- Assists in preparation of data for local, state, and federal reports as requested.
- Maintains professional competence by participating in staff development activities and other professional opportunities.
- Promotes community through attendance and participation in school events that occur after the school day (e.g. All-School Picnic, Open House, Winter Celebration, Cultural Celebration, Annual Meeting, etc.).
- Coordinates and participates in a Level camping trip as well as classroom fundraising efforts to fund it.
- Completes all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. He or she will perform related work as required.
- Unforeseen circumstances may arise (such as damage or destruction of school property, or a closure of part or all of the School campus, among other things). This may require the School to modify the location, time, and/or means of its operations and/or the nature of staff assignments and may include teleworking. Should such a circumstance arise, you may be asked to perform your duties at a different location, during nontraditional school hours, by other non-traditional means or through teleworking.

**Qualifications:**

- AMI or AMS certification for the level in which they teach.
- State of Wisconsin Teacher license for the grades in which they teach.
- Ability to effectively communicate (both verbal and written) and work well with students, parents, school personnel, and the community.
- Pass a criminal background check and health screening prior to employment.