



# SPRUCE TREE MONTESSORI SCHOOL

## **JOB DESCRIPTION**

Position: **Elementary Teacher Associate & Physical Education Teacher**

Status: Full-time, exempt, year-round school year

### **Job Summary**

Provide sound educational leadership to students; serve as lower elementary teacher associate assigned to the Tongass community, a combined lower/upper elementary community for children ages 6 - 12. Work collaboratively with other elementary teachers to inspire students in every aspect of learning. Implement an elementary program curricular scope and sequence according to the Spruce Tree Montessori School Curriculum Summary as aligned with Alaska State Standards using Montessori materials and philosophy to inform all subject areas; ensure the appropriate implementation of lower elementary (1st - 3rd grades) and support upper elementary (4th - 6th grades) curriculum. Assist with the management of academic organization; i.e. use of Canvas Classroom (online classroom platform) and student record keeping and internal/external communication via Montessori Compass. Live or in virtual format: contribute to regular academic lesson planning, presentation/delivery of curriculum, assignment of follow-up lessons and extensions, schedule student observation and assessment, determine mastery, and perform timely record keeping. Collaborate with other elementary staff on environmental design, including layout, set-up, organization, maintenance, safety and security of the Elementary classroom environment, both indoors and outdoors. Produce timely verbal and written reports as requested by the Head of School related to all aspects of classroom operation. Implement whole child curriculum to support academic, social, emotional, practical, behavioral and communication skills. Collaborate with other classroom and school support staff for best practices of classroom and behavioral management, support of learning differences, and accommodation of materials and schedule. Apply the Montessori philosophy to enrichment activities, community service projects, field trips and assemblies; collaborate with Children's House program staff for community building, mentorship and cross-level academic support; abide by all policies outlined in the Spruce Tree Parent & Employee Handbooks; promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; and perform job duties as listed in this job description.

Serve as school PE teacher for students of all ages, coordinating physical, health and wellness education; create appropriate lesson plans, activities, sporting units and events, general fitness and other gross motor developmental activities for the gym, classroom, and outdoor environments.

### **Job Qualifications**

- BS or BA degree
- Montessori credential; Elementary I (6 - 9) and/or II (9 - 12) level
- Three (3) years experience in an elementary classroom
- Strong knowledge of the Montessori philosophy and its teaching fundamentals
- Keen observation skills

- Experience with classroom set-up and materials organization
- Practical application of curriculum alignment to state standards
- Excellent parent relationship skills
- Strong classroom management skills
- Ability to work as part of a team
- Proficient knowledge of common software programs (Mac/PC - Word, Excel, etc), Zoom, online classrooms (Google or Canvas)
- Efficient time management skills
- Proven proficiency with student progress reporting
- Ability to work full-time, year-round, with some overtime necessary to accommodate operational needs, for presence at school events/activities, attendance at staff meetings and at community events for public relations

### **Job Duties**

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent Handbook and in the Spruce Tree Montessori School Employee Handbook.
2. Function as a facilitator of learning; a resource person, educational guide, role model, demonstrator, and meticulous observer and recorder of student behavior and growth.
3. Support the development of students academically, socially, emotionally and physically.
4. Collaborate with the Elementary Teaching Team and Educational Counselor for academic and socio-emotional lesson planning, presentation, observation and follow up.
5. Support the professional development of colleagues through observation, feedback, and conversational analysis.
6. Observe elementary classroom at regular intervals and provide feedback related to classroom operation and student progress. Propose improvement, action and change as necessary.
7. Support student behavioral management and modification through coordinated efforts with the Elementary Teaching Team, Educational Counselor, Head of School, and other classroom and/or school support staff as appropriate.
8. Share and discuss child behavioral and/or learning challenges with appropriate Spruce Tree Montessori staff; i.e. Educational Counselor or Lead Teachers, in order to best remedy said challenges.
9. Attend staff and lead meetings.
10. Aide in the design, set up and maintenance of a culturally diverse environment that is safe, clean, academically stimulating, inspiring and fun.
11. Establish an environment where respect, acceptance, and trust between student and teacher allows creativity to flourish.
12. Encourage and model collaborative problem solving between students, and between students and teachers and/or support staff, as outlined in the Spruce Tree Montessori Collaborative Disciplinary Guidelines document.
13. Implement the Elementary level Collaborative Disciplinary Guidelines and consistently apply the strategies outlined within in order to best serve each individual child.
14. Promote a playground culture respectful of creative individual, pair, small group and whole group activity; apply best practices as outlined in the Spruce Tree Montessori Employee Handbook related to playground safety.

15. Support meal time manners and behavior and help to establish a socially engaging lunchtime routine; assist support staff as needed in order to ensure consistent oversight of students during lunch and recess.
16. Take responsibility for knowing and understanding proper usage of Montessori materials - seek training and/or support if needed - and use all correctly.
17. Contribute to the presentation of materials in proper sequence, organized in a purposeful manner, used accurately, and rotated appropriately. Propose purchase and/or acquisition to the Lead Teacher as needed.
18. Serve as the overview person and/or observer (the "one-up") at times when other Elementary Teaching Team members are "down" presenting a lesson.
19. Assist with the creation or utilization of existing materials that stimulate interest in subject matter from around the world, including the sensory aspect of learning where possible, with opportunities for both verbal and non-verbal modes of learning.
20. Cooperatively set, review and monitor level-appropriate standards for lower and upper elementary work productivity and student achievement, and discuss appropriate follow-up in all areas of development according to individual work pace and ability.
21. Review reading assessments and implement intervention strategies; discuss supplemental progress monitoring practices as deemed necessary by the elementary team.
22. Contribute to appropriate revision and update of the lower and upper elementary scope and sequence outlines (lesson plans) for all academic subjects for each academic session and observe, monitor and provide guidance and support for implementation.
23. Cooperatively plan, schedule, and coordinate elementary field trips with other elementary teaching team members to include transportation plans and parental involvement as needed for such enrichment programming.
24. Keep an observation journal in Montessori Compass to support lower and upper elementary students and communicate concerns, propose accommodations, and analyze strategy of such to and with the Educational Counselor and Elementary Teaching Team Members in a timely manner.
25. Record lessons in Montessori Compass at regular interval, preferably daily, in order to maintain an accurate record of academic work and achievement, and enter parent communication notes as assigned.
26. Compose electronic progress reports for elementary students as assigned and review/discuss with Lead Lower Elementary Teacher; provide to Head of School for review and approval for publication to parents.
27. Foster healthy parent morale through frequent, positive communication via Montessori Compass and email as appropriate.

### **Physical Education Teacher**

28. Maintain a gym environment that is safe, clean, stimulating, inspiring and fun.
29. Implement a physical education and health / wellness program for all ages (3 - 12) during which students learn new or practice various physical activities and skills.
30. Create developmentally appropriate PE lesson plans.
31. Follow age-appropriate standards for gross motor skill development, observe and note any physical challenges or developmental delays. Share such with the Head of School as appropriate.

32. Observe and evaluate students during PE class; provide feedback to Guides and Head of School related to child development and assist with formal record keeping within the school's electronic classroom management system (Montessori Compass).
33. Propose purchases for gym supplies, gear and/or other props in order to accomplish gross motor and physical fitness goals.
34. Assist with preparations to ensure that the gym and outdoor environments provide the resources necessary for exploration and discovery in a pleasant atmosphere.

#### **All Educators**

35. Assist with the planning of and attend the annual Spruce Tree Montessori School Fall Parent Night - Tongass Community.
36. Plan community building activities for new and returning lower and upper elementary students during the first session and ongoing.
37. Present annual kindergarten to first grade transitional lessons and community building activities during "Transition Week(s)" in June and the first weeks of the new school year.
38. Collaborate with other staff to facilitate mentorship activities within the "Spruce Tree & Me Mentorship Program"; coordinating activities, mentor/mentee assignments and organization of content. Review program schedule and content, consider feedback, and assess activities for repeat or update on a regular basis.
39. Assist with parent outreach and community public relations by attending and occasionally conducting "Montessori Monday" presentations, attending school-sponsored events and attending local Chamber of Commerce Meetings as invited; attend other community events determined to be in line with the school's mission.
40. Work in coordination with the Spruce Tree Montessori Team and/or parents for developing accurate, cultural programming lessons to include assemblies, educational celebrations, activities, and/or work materials respectful of religious freedom and exposure.
41. Participate in the Spruce Tree Montessori School Personal Growth, Professional Development and Performance Evaluation Program as presented by the Head of School on an annual basis.
42. Professionally represent the vision of Spruce Tree Montessori School and work to achieve its mission through mindful work habits and attention to detail.
43. Perform other duties as assigned by the Head of School.