



Winter Haven Montessori

305 Ave E SW, Winter Haven, FL 33880

www.WinterHavenMontessori.com

Phone: (863) 268-8208

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Job Description

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| Position: | Lead Teacher |
| Classification: | Hourly |
| Reports to: | Director & Asst. Director |
| Supervises: | Teacher Assistants |
| Qualifications: | At least 18 years of age. Must be able to lift over 30 lbs. safely in assisting children with diapering and potty training and stand for extended periods of time; VPK Director |
| Education: | High school Diploma or equivalent; State mandated 45 hours of Early Childhood Training; CDA or AS degree in Early Childhood Education; and Pediatric CPR/1 st Aid Certification up-to-date. |
| Experience: | Preferably 2-5 years experience teaching Early Childhood. |
| Position Summary: | Has a professional and friendly manner. Can organize a classroom into developmentally appropriate learning centers. Knows when to refer questions and concerns to the supervisor. |
| Responsibilities: | Include, but are not limited to the daily supervision of the classroom environment; providing children with a safe and healthy learning environment; advancing their physical and intellectual growth; supporting their social and emotional development; providing positive guidance and discipline; establishing positive relationships with families and encouraging their involvement in education of their children; ensuring a well-run program responsive to participant's needs; and functions as a team member with other school staff. |

Major Functions:

- Implement Montessori Curriculum / Creative Curriculum
- Develop lesson plans to meet the age/development level of the children served. Lesson plans are due on Thursday the week prior and are to be given to the Director. Have the state standards in lesson plans.
- Must keep a daily communication Log Book accessible to the supervisor.
- Responsible for developmental and behavioral assessments and observations of students.
- Follow agency procedure for maintaining health records, assessment records, emergency records and first aid information.
- Recognize symptoms of possible abuse and neglect and is alert to play or behavior that indicates possible physical or sexual abuse.
- Observe and evaluate children's developmental levels in order to provide activities for physical skills and development of the senses at the appropriate level for the child.
- Use the chain of Command to make suggestions and express grievances.
- Provide a variety of activities for children's culture(s) in the classroom.
- Encourage and engage in active learning in the classroom and on the playground.
- Provide activities that encourage children to develop listening and comprehensive skills.
- Understand and implement the goals and philosophy of Winter Haven Montessori.
- Maintain client confidentiality.
- Recognize the classroom needs and keep supervisor informed.
- Keep the classroom clean, neat and attractive and share in all housekeeping chores.
- Work as a member of a team with others in the classroom and the program, including teachers, substitutes, parents and volunteers.
- Support other staff with assistance when needed.
- Implement procedures that help children's make a smooth transition from one group to another.
- Respect and understand the parent's views when they differ from the program's goals or policies and attempt to resolve the differences.
- Relate parental concerns to the supervisor.
- Attend staff meetings regularly
- Stay up-to-date on yearly in-service credit.
- Assist with agency functions and in-service workshops.
- Assist with implementation of emergency procedures and disaster.
- Perform all other necessary duties.

Employee Signature _____ Date _____