

Montessori School of Denver
Middle School Teacher – EXEMPT EMPLOYEE*
Job Description

The primary purpose of the Montessori School of Denver is to educate children and to teach and nurture the skills necessary for success in the 21st century based on a foundation of Montessori philosophy and principles, and best educational practices. MSD also upholds the highest standards of independent school education as articulated in the Standards of the Association of Colorado Independent Schools, Principles of Good Practice of the National Association of Independent Schools, and the American Montessori Society's Philosophy and Practice and Code of Ethics.

MISSION STATEMENT

We are a dynamic educational environment empowering students to use diverse knowledge and experiences to reach their full potential and do good in the world.

TEACHING PRACTICE

- Prepare materials and lessons that meet the needs and interests of the student, are appropriate to their development, and are based on Montessori philosophy and practice, best educational practices, and the development of skills necessary for success in the 21st century.
- Be knowledgeable and competent in all relevant content areas and demonstrate consistent enthusiasm for teaching of the subjects.
- Be aware of and adhere to the Curriculum Chart.
- Assure a balance between individual, small and large group projects, and presentations.
- Provide two-week checklists of academic work to students that includes an appropriate amount of individual and/or group uninterrupted work time, with the aim for students to complete a portion of assignments at school.
- Be available to teach Occupations/Concentration, Health, and Socratic Seminar classes in the afternoons.
- Encourage student to be independent, responsible, self-disciplined, and to accept external authority.
- Model appropriate behavior and respectful communication at all times, and promote positive self-concept.
- Communicate clearly and accurately with student, conveying clear expectations and managing student behavior in a positive, respectful, and effective manner.
- Be aware of and sensitive to student's individual learning challenges, styles, and intelligences. Treat all students equitably and make appropriate adjustments in teaching style to meet individual learning differences.
- Observe each student, keep accurate records of their progress, and skillfully direct them toward steady growth.

- Help the student develop physically, academically, socially, and emotionally. When there are difficulties in any of these areas, keep accurate records regarding the problems or concerns of consequence involving the child, consult with the Middle School Team, Director of Middle School Education, and School Psychologist when required. Communicate with parents and outside professionals according to established procedures.
- Be on time and well prepared.
- Ensure participation in age-appropriate service-learning activities.
- Assure the safety of each student on the school grounds and on field trips.
- Work with other Middle School team members to organize, conduct, and participate in community initiatives, including Middle School Intersessions and Semester experiences.
- Work with other Middle School team members to organize, conduct, and participate in out-of-classroom experiences such as overnight camping trips (*Erdkinder*), field trips, and service-learning opportunities.

CLASSROOM ENVIRONMENT

- Prepare and maintain an environment that is well organized, orderly, attractive, and aesthetically pleasing. Ensure that the environment includes all necessary materials for each academic area at the appropriate developmental level, displayed in a logical, sequential manner.
- Keep the materials, furniture, and the classroom facility in good order and good repair.
- Create an environment that reflects the students' interests and learning; display student work that reflects current studies in the environment.
- Manage the classroom in such a manner that students are able to concentrate on their work, be competent in their practice, and have confidence in their abilities.
- Promote the values contained in the MSD Mission Statement.
- Model effective interpersonal relationships that are thoughtful and respectful.
- Create an emotional climate in the classroom that is warm and comfortable, and in which students feel safe and nurtured. Facilitate a cooperative classroom community.
- Define and support a clear process for resolving difficulties and help the student use the process regularly.

PROFESSIONAL/PERSONAL GROWTH

- Set realistic and meaningful annual goals and successfully accomplish them.
- Continue to grow in all subject areas and keep abreast of current practice and materials by reading professional literature, participating in school professional development opportunities, attending a minimum of 15 hours of school in-services, and attending workshops and classes.

- Be able to engage in honest self-assessment and receive feedback from peers and/or supervisor.
- Be willing to improve and assume responsibility for one's actions.
- Demonstrate the ability to reason, take multiple perspectives, be creative, be flexible, take risks, experiment, and solve problems.
- Maintain a professional attitude on campus and at all school related events.

COMMUNITY ENGAGEMENT

Colleagues

- Discuss curriculum, classroom management and educational philosophy with the Middle School team and share expertise, welcome new ideas, and demonstrate the ability to be flexible.
- Thoughtfully share space and materials with colleagues.
- Participate in level meetings, faculty meetings, and all-staff meetings.
- Give and receive help from colleagues. Provide active, on-going support for all colleagues and demonstrate strong collaborative skills. Participate positively as a member of classroom, program, and staff teams.
- Deal directly with colleagues in regard to any unresolved issues. Use the MSD Complaint and Conflict Resolution Policy and avoid gossip. Discuss any unresolved issues with the Director of Middle School Education.
- Be respectful of community agreements such as being prompt at meetings and fulfilling responsibilities.
- Serve on at least one of the various school-related committees or ad hoc groups as needed.

Parents & Caregivers

- Communicate effectively with parents and caregivers through individual emails, and other means that: 1) tell the parents and caregivers what the student has been learning and 2) educate them about the curriculum and educational philosophy.
- Be responsive, respectful and supportive of the parents and caregivers in their role and make helpful recommendations when appropriate. Maintain a positive attitude toward parents and caregivers and respond in a thoughtful and timely manner.
- Guide students in conducting bi-annual Student Led Conferences. Be available for other conferences as required or requested. Communicate clearly and honestly about child's strengths and challenges.
- Write clear and informative progress reports twice a year. Ensure that copies are submitted to Admissions and to the Director of Middle School Education after conferences.
- Participate enthusiastically in parent education programs: Back to School Night, Back to Work Night(s), MSD 101, Open Houses, student presentation events, and other school functions held outside of the normal school day.
- Participate in one class social event/dance per year as a means of building community with the students.

- Complete recommendation forms for future schools as required.

*Exempt employee is not eligible for overtime pay.

Updated 5/20/22