

**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 21<sup>st</sup> 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.

**VALUES STATEMENT**

We are a thoughtful, inclusive community of joyful, empowered learners, curious, collaborative thinkers, and brave, wise leaders.

**TEACHING PRACTICE**

- Prepare materials and lessons that meet the needs and interests of the children, 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 21<sup>st</sup> 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. Ensure that the program meets CMSTEP, MSD, AMS/ACIS standards & expectations.
- Assure a balance between individual, small, and large group presentations.
- Provide a two-week checklist 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.
- Teach/Facilitate Occupations/Concentration, Electives, Health, Socratic Seminar, Advisory, or other classes as necessary.
- Encourage children 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 children, conveying clear expectations and managing student behavior in a positive, respectful and effective manner.
- Maintain timely and accurate recordkeeping system.

- Be aware of and sensitive to children'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 child, keep accurate records of his/her progress, and skillfully direct him/her toward steady growth.
- Help the children 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, Program Director, and Student Support Team when required. Communicate with parents and outside professionals according to established procedures.
- Be on time and well-prepared each day.
- Ensure participation in age-appropriate service-learning activities.
- Assure the safety of each child 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 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 and reflect current studies in the environment.
- Manage the classroom in such a manner that children are able to concentrate on their work, have opportunities for autonomy and choice, feel competent in their practice, and have confidence in their abilities.
- Promote and model the messages within the mission and values statements.
- Model effective interpersonal relationships that are thoughtful and respectful.
- Create an emotional climate in the classroom that is warm and comfortable and in which children feel safe and nurtured and facilitate a cooperative classroom community.
- Define and support a clear process for resolving difficulties which the children use regularly.

## **PROFESSIONAL/PERSONAL GROWTH**

- Participate enthusiastically in MSD's teacher Professional Growth plan. 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, going to workshops, and attending classes.
- Promote and engage in Positive Discipline education, training, and practice.
- Be able to engage in honest self-assessment and receive feedback from peers and supervisor.
- Be willing to improve and assume responsibility for his/her actions.
- Demonstrate the ability to reason, take multiple perspectives, stay curious, be creative, take risks, experiment, and solve problems.
- Maintain a professional and positive attitude on campus and at all school related events.

## **COMMUNITY ENGAGEMENT**

### **Colleagues**

- Discuss curriculum, classroom management and educational philosophy with team peers and share expertise, welcome new ideas and demonstrate the ability to be flexible.
- 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 regards to any unresolved issues. Use the MSD Complaint and Conflict Resolution Policy and avoid gossip.
- 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, MSD 101, Open Houses, student presentation events, and other school functions, such as Alumni Night, held within or outside of the normal school day.
  - Participate in at least one social event per year as a means of building community with the students.
  - Complete recommendation forms for future schools as required. Follow school guidelines for completion. (Including: No grades unless requested by Director of Admissions, do not submit recommendations, submit links for review to Director of Middle School Education and Admissions.)

\*Exempt employee is not eligible for overtime pay.

Updated 3/2024