



**CARMEL VALLEY  
MONTESSORI SCHOOL**

BOYS & GIRLS CLUBS OF SAN DIEGUITO

**Position: Lead Teacher**

**Job Summary:**

The Lead Teacher is responsible for the overall management of their classroom, the health and safety of the children. Lead Teacher reports to Director of Operations and Education director.

**Major Duties and Responsibilities:**

- Health and safety of the children; includes knowing the ratio and head count of the children at all times, monitoring in all areas, assessing child's well-being
- Giving lessons to the students (only Lead teachers)
- Weekly or Biweekly Lesson plans
- Record keeping
- Parent conferences
- Parent communication
- Incident/Accident report; provide first aid as needed and if needed notify parents
- Responsible for preparation of the classroom environment, materials and equipment; ensures that all materials are in good repair and all sets complete. Develops and makes materials when needed.
- Supervise the classroom assistant, aide, interns, substitutes, and parent volunteers. Provide necessary instruction and training for those assisting in the classroom environment.
- Promote good communication among staff members.
- Help with the cleanliness of the classroom
- Arranging work
- Opening and Closing school procedures
- Managing classroom appropriately
- Implementing monthly themes
- Changing monthly bulletin board
- Monthly newsletters and Happy Helpers
- Stay within classroom budget every month (\$100 a month per class)
- Fire/Earthquake drill readiness