



Bella Mente Academies

Primary Montessori Lead Guide (Transitional Kindergarten & Kindergarten)

Compensation: \$60,000 to \$82,480 based on credentials, degrees and years of experience

Position Specifics:

MACTE, AMI or AMS Primary Credential for ages 3-6 *Required*
Intern, Preliminary or Clear California Multiple Subject Credential *Required*

Classes have up to 24 students with an Instructional Assistant
Teachers receive planning time during weekly PE, Garden and Art Specials times
Students are in class Mondays: 9:30-2:45pm; Tuesdays: 8:30-2:45pm
Teachers work 7:30 to 4pm, 189 days a year

403b Retirement: 3% 403b contribution (0-3 years of service), 5% (3.1-6 years of service), and 7.75% after 6.1 years of service with the organization.

Health and Welfare Benefits:

- \$11,700 per year for health, dental and vision benefits
 - The school offers a choice of Kaiser, United HMO or PPO Platinum, Gold and Silver in addition to choices of dental and vision coverage.
- \$300 for voluntary insurance benefits
- Teachers earn 8 days of sick and 2 days of vacation each school year.
- The school provides \$50,000 in life insurance.
- Employee Assistance Program at no cost to our employees.



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About Bella Mente Academies:

Mission

We provide students with the opportunity to acquire an education based on a quality curriculum founded on the educational philosophy of Dr. Maria Montessori.

Vision

We promote an educational atmosphere that encourages cultural, linguistic and socioeconomic diversity.

At the end of the academic year, each Bella Mente Scholar will be at or above grade level. We provide an environment where children reach their full potential as independent lifelong learners with the skills, knowledge, and values to be compassionate members of a peaceful world.

We prepare children to care for their bodies through healthy eating and living.



CLASS TITLE: CLASSROOM TEACHER

PRIMARY FUNCTION: Provides an educational program for students, to assist in other school programs as assigned, to maintain control, preserve suitable learning conditions, and evaluate student progress.

DIRECTLY RESPONSIBLE TO: Site Leadership Team Member

ASSIGNED RESPONSIBILITIES:

- Plans, prepares, and delivers lesson plans and instructional materials that help students progress towards mastery of grade level standards, using the Montessori method and Project Based Learning. Develops schemes of work, lesson plans, and assessments that are in accordance with established procedures.
- Instructs and monitors students in the use of learning materials and equipment.
- Uses relevant technology to support and differentiate instruction.
- Realistically evaluates student progress, keeps appropriate records, prepares progress reports/report cards, and effectively communicates progress with students, supervisors, and parents.
- Manages student classroom behavior by developing, communicating, and enforcing schoolwide and classroom behavior expectations and procedures.
- Maintains student discipline in accordance with the rules and disciplinary systems of the school.
- Provides appropriate feedback on student work.
- Encourages and monitors the progress of individual students and uses information/data to adjust teaching strategies.
- Provides plans, guidance, and feedback to instructional aides assigned to classroom/students.
- Updates all necessary records (including student attendance) accurately and completely as required by laws, District policies, and school regulations.
- Participates in department, grade level, school, District, and parent meetings, including Individualized Education Plan (IEP), Student Success/Study Team (SST), and 504 plan meetings as appropriate.
- Plans support in collaboration with special education teachers and other related service providers for implementation of services for IEPs and 504s.
- Nurtures and guides students to be thoughtful community members.
- Creates a classroom environment that welcomes all students.
- Grades class work, homework, and assessments in a timely manner, providing adequate feedback.



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- Participates in appropriate professional development activities, including professional development and obligations related to the educational programs of the District.
- Administers, proctors, secures, and submits State, District, and school standardized assessments following State, District, and school policies and regulations.
- Adheres to all District health and safety policies.
- Provides supervision or duties as assigned during instructional day and at any school event, such as before or after school duty, tutoring, Special Event Evenings, etc.
- Communicates with families as partners of the school. Completes recruitment activities as assigned.
- Works professionally and collaboratively with colleagues, administrators and other District staff.
- Performs other related duties as assigned.
- Onsite attendance required.

EDUCATION AND EXPERIENCE:

Appropriate valid California Teaching Credential
Montessori certification begun within one year of hiring, completed within two years.
CLAD or EL certification

QUALIFICATIONS:

Knowledge of:

Data and how to use it to inform instruction and create plans
Curriculum and standards expectations for subject and/or grade being taught
Effective problem-solving skills and teaching strategies
Exemplary organizational, communication, and people skills
Integration of technology in classroom instruction
Montessori Method and Project Based Learning

Abilities to:

Communicate effectively orally and in writing
Work in a diverse socio-economic and multicultural community
Maintain consistent, punctual and regular attendance
Model “best” instructional practices and curriculum integration techniques
Establish positive relationships among staff members at all levels
Work effectively and flexibly in a variety of environments
Read a variety of materials
Assist students or staff



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Prepare materials

Use a computer, chromebook or other technology-based equipment

Physical Demands:

Occasionally sitting for extended periods of time

Frequently walking or standing

Frequently walking up and down multiple flights of stairs, multiple times per day

Variable hours

Occasionally lifting objects weighing up to 10 pounds, seldom weighing up to 75 lbs

Occasionally bending, twisting, crouching or kneeling

Frequently sitting on the floor

Dexterity of hands and fingers to operate a computer keyboard (occasionally to frequently)

Continuously listening and speaking to exchange information, provide instruction and make presentations

Physical Demands Frequency Definitions Based on an 8 hour day:

N = Never = 0%

S = Seldom = 1 - 10% (< 45 minutes)

Oc = Occasionally = 11 - 33% (up to 3.0 hours)

F = Frequently = 34 - 66% (up to 6 hours)

C = Continuously = 67 - 100% (> 6 hours)

Salary: Per teacher salary schedule