



*Using the Montessori Method to close the opportunity gap while fostering a lifetime love of learning and cultivating independence among DC school children.*

---

## Primary Teacher Position Description

### About Lee Montessori Public Charter School

Lee Montessori PCS is a newly approved public charter school in Washington DC that will open its doors to its first class of students in the Fall of 2014 with a mission of fostering a lifetime love of learning and cultivating independence among DC schoolchildren, using the student-centered Montessori Method, an evidence-based approach to closing the opportunity gap. Lee Montessori PCS will create a peaceful, multi-age learning environment for public preschool and elementary aged children that fosters the physical, social, emotional, and academic growth and development of students and produces life-long learners. The school social and academic culture will follow the rigorous standards for excellence as set forth by the Association Montessori Internationale (AMI).

### Primary Teacher Position Description

Under the direction of the Head of School and the Principal, the Primary Teacher will lead a new primary classroom consisting 3 through 6-year-old students. The Primary Teacher will be responsible for presenting the primary curriculum to students, participating in parent education and conferences, record-keeping, and assessment.

### Major Duties and Responsibilities

#### Curriculum, Materials, and Classroom Management

1. Presenting consistent and individual group lessons to the students and supporting each child's direction and success.
2. Working with students of varying abilities assigned to the classroom, including those with learning exceptionalities, as well as attending meetings to support children who require it.
3. Preparing the Montessori classroom environment to meet the students' needs and interests.

#### Parent Education, Meetings, and Conferences

1. Assisting in the development of and participates in school functions, including but not limited to open houses, orientation meetings, parent education, and school-wide activities.
2. Preparing documents and reports necessary to facilitate parent teacher conferences or other meetings requested by parents or school administration.

#### Record-Keeping and Data Assessment

1. Maintaining student records, reports, evaluations, inventories, and tests.
2. Completing all progress monitoring and benchmark assessments on time as scheduled by administration.
3. Participating in all assessment-related trainings.
4. Preparing student progress reports and assessment reports as required by administration.

#### Supervision of Classroom Assistant

1. Collaborate daily with classroom assistant and provide direction for classroom maintenance, classroom management, and students' academic and social progress.
2. Provide guidance in data collection tools as well as Montessori philosophy.
3. Participate in assistant's annual employee review.

#### A successful candidate will:

- Possess AMI primary certification in addition to at a minimum, a Bachelor's degree
- Have at least 3 years classroom experience, preferably in a public or urban setting
- Demonstrate a willingness to integrate data and assessment with traditional Montessori curriculum in order to close the achievement gap for our students
- Have a firm commitment to upholding the school's mission.