

## **WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL**

### **POSITION: LOWER ELEMENTARY TEACHER**

**Description:** Willow Oak Montessori is a collaborative community of professionals passionate about engaging every child in an inspirational and equitable individualized learning journey. The Lower Elementary Teacher works closely in partnership with a co-teacher to prepare a peaceful Montessori learning environment for his/her students. S/he will help ensure that each student is being effectively guided through the Montessori lessons in the lower elementary classroom in alignment with the North Carolina State Standards. In doing so, the Teacher will consider and respond to each student's interests and readiness, using a variety of hands-on materials to appeal to the senses of all types of learners, scaffolding lessons within and across content areas and grade levels. The Teacher will exhibit a positive, optimistic attitude; treat all students in a fair and equitable manner; and communicate effectively with parents, colleagues and the community. S/he will embrace diversity, create a learning environment that fosters respectful interactions with peers and adults from all cultures and belief systems, and prepare students to become independent and responsible global citizens.

**Classification:** Instructional

**Contract Type and Term:** Full-Time, 10 months

**Position Reports To:** Head of School

#### **Requirements:**

- Bachelor's Degree from an accredited institution

#### **Strongly Preferred:**

- Lower Elementary Montessori credential from a MACTE-accredited training program (we may support qualified candidates in obtaining a Montessori credential, as needed, after one year of exemplary service to the school)

#### **Preferred:**

- NC K-6 Elementary Education Teacher License
- 3-5 years of experience teaching in a Montessori lower elementary program
- Applicants who have experienced oppression, discrimination, or other adversity in their lives who are willing to bring insights from those experiences to our team

#### **Responsibilities:**

##### *Instruction*

- Collaborate with co-teacher to align Montessori lessons with North Carolina State Standards.
- Prepare and maintain a clean and aesthetically-pleasing Montessori learning environment.
- Assess and monitor the timely progression of each student through the lessons in the classroom over the course of each school year and the three-grade cycle.
- Meet with students and parent(s)/guardian(s) at the beginning of each school year to assess, develop and document individual academic goals.

- Provide students with lessons according to their ability, readiness and achievement, rather than their age.
- Promote the process of student discovery and guide students to make their own discoveries beyond dominant cultural narratives and initial lesson objectives.
- Assess each student's mastery of a concept before the student progresses to a new concept.
- Meet with students on a weekly basis to review student goals and progress, assess individual work plans, and develop new goals as needed.
- Document the variety of work, quality of work, skills practiced, skills mastered, lessons received, and lessons needed in student work plans.
- Work collaboratively with members of our Diverse Learning Community Team to ensure that students at risk or with special needs are accepted, respected, and served equitably in the least restrictive environment possible.
- Collaborate with students to develop a codified set of classroom ground rules for communication, which students and teachers will use and revise as needed.
- Demonstrate and model respect for diverse cultures, family structures, and religious beliefs.
- Maintain accurate, complete, and correct records as required by law and school policy.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities throughout the school day.
- Attend faculty meetings and perform other tasks/responsibilities that may be assigned by the Head of School.

#### *Parent Relations*

- Establish effective working relationships with all students and their families, paying particular attention to the barriers that students and families from traditionally disempowered populations face in fully participating in our community.
- Maintain regular communication with parents through email, classroom newsletters, semi-annual parent conferences, and phone calls.
- Respond to communications from parents within 24 business hours.
- Participate in the planning and delivery of parent education events as requested by the Head of School.

#### *Professionalism*

- Collaborate with colleagues to mentor and support one another to improve teacher effectiveness and equitable student outcomes.
- Maintain a professional attitude toward students, parents, faculty, and the community at all times.
- Strive to be a desirable example for students in attitude, action, speech, and dress.
- Maintain confidentiality regarding all children, families, faculty, and the school as stated in the Willow Oak Montessori Confidentiality Agreement.
- Comply with all policies and procedures included in the Personnel Handbook, Student Handbook, and any other policies and procedures that may be adopted by the Willow Oak Montessori Charter School Board of Directors.
- Abide by the American Montessori Society Code of Ethics and the Code of Ethics for North Carolina Educators.
- Engage in a continuing education program of study.