

WILLOW OAK MONTESSORI: A PUBLIC CHARTER SCHOOL

POSITION: UPPER ELEMENTARY TEACHER

Description:

Willow Oak Montessori is a collaborative community of professionals passionate about equitably inspiring every child in an individualized learning journey. The Upper Elementary Teacher will work 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 upper 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. S/he will exhibit a positive, optimistic attitude; treat all students in a fair and equitable manner; and communicate effectively with parents, colleagues, and the community. The Teacher 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: Full-time

Contract Term: 10 months

Position Reports To: Head of School

Requirements:

- Bachelor's Degree from an accredited institution

Strongly Preferred:

- Upper Elementary Montessori credential from a MACTE-accredited training program

Preferred:

- NC K-6 Elementary Education Teacher License
- 3-5 years of experience teaching in a Montessori upper elementary program

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 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 the Diverse Learning Community team to ensure that students at risk and with special needs are served in the least restrictive environment.
- 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 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 student performance.
- 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.