

## **Math and Science Middle School Lead Teacher**

**Terms of employment:** 10-month, full time contract. Hours typically worked on a Monday-Friday schedule.

**Benefits:** Eligible for retirement, medical, and dental benefits.

**Pay Range:** \$44,400-\$50,000

**Evaluation:** Performance for this position will be evaluated by Site Administration

### **Job Summary**

#### **Required Qualifications**

##### Education

- Bachelor Degree

##### Experience/Skills

- Deep Math and Science Content Knowledge
- Communication, organizational, and interpersonal skills
- Knowledge and skills in organizational management
- Demonstrated ability to educate diverse groups of children within a Montessori framework
- Dedication to professional learning

#### **Preferred Qualifications**

##### Education

- AMI, AMS, NCME or other recognized Montessori certification at classroom age grouping: Lower Elementary and/or Upper Elementary
- Degree in education field

##### Experience/Skills

- Experience as a Lead Montessori Teacher and/or Middle School Teacher

#### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, as well as other duties assigned.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Current AZ Fingerprint Clearance Card is required upon hire.

##### Instruction

- Assume full responsibility for the class age group in order to foster the total development of the children enrolled in alignment with the philosophy of Dr. Maria Montessori and the mission of the Montessori School of Flagstaff.

- Oversee and implement all areas of curriculum according to Montessori educational practices
- Ensure the safety and well-being students
- Prepare specific plans for each individual child
- Keep updated and accurate records of each child's progress
- Implement inclusive practices to ensure all children learn at high levels
- Know and teach Arizona State Academic Standards
- Administer state standardized testing as required
- Keep and maintain accurate attendance records
- Inventory, maintain, and recommend purchase of Montessori materials
- Maintain all certifications and licensing as required by the School and any regulating agencies
- Ensure confidentiality of student records

#### Collaboration

- Collaborate with Special Education Teacher and other support professionals
- Train and support the professional development of Assistant Teachers
- Actively participate in all level, school, and organization staff meetings and learning opportunities
- Actively participate in family events

#### Communication

- Effectively communicate with families. This includes at least two family conferences per year and more if requested by families
- Maintain ongoing dialog with families regarding student progress
- Foster an atmosphere of respect and harmony;emphasize communication, cooperation and global awareness
- Communicate with Site Director when support with students, families, and/or colleagues is needed

#### **Application Process**

To apply for this position send the following to [HR@FlagMontessori.com](mailto:HR@FlagMontessori.com):

- Cover letter
- Current resume
- Two letters of recommendation written in the past year

