

*COUNTRY MEADOWS MONTESSORI SCHOOL*

*Job Description for  
Montessori Directress/Director*

**DESCRIPTION:**

The Directress/Director is a guide who helps direct the children's activities academically, spiritually, emotionally, and physically in a prepared Montessori environment that challenges each child to reach his/her fullest potential in these developmental areas, in accordance with Dr. Maria Montessori's philosophy, Country Meadows Montessori School's policies and procedures and holds AMI or AMS certification from a recognized Montessori Teacher Training Program.

**DUTIES and RESPONSIBILITIES:**

The general duties of the Montessori Directress/Director shall include, but shall not necessarily be limited to, the following:

1. The Montessori Directress/Director shall perform his/her services faithfully, enthusiastically, and satisfactorily at the School during working hours on regularly scheduled school days, and at other times as specified. The Montessori Directress/Director agrees to devote full time and attention during normal working hours to his/her duties as a Montessori Directress/Director of the School. The Montessori Directress/Director shall not undertake any other employment during the school year without the consent of the Board of Directors.
2. Arrive promptly daily to prepare classroom for the day. Prepare an environment in which the furnishings and materials are complete and correspond to the needs of the group.
3. Responsible for the care and maintenance of all classroom materials and pets, i.e., maintain orderly environment, keeping it clean and in like-new condition. The Assistant and children are to be brought into this responsibility. No school property should leave the premises or used for personal use.
4. Assist in interviewing, hiring, and training of the Teacher's Assistant for own classroom.
5. Set aside a regular time each week to give Assistant opportunity to share questions and observations.
6. Supervise the Assistant and any special instructors who deal with the group, participation in curriculum development and implementation.
7. Assist the Administrator in developing and implementing parent education with regard to Montessori and other child development topics through seminars or workshops, meetings, and conferences as requested.
8. Maintain inventory of the classroom to be completed twice a year, at the beginning and at the end of the school year.

9. Maintain daily attendance records.
10. Attend and participate in School functions, staff meetings, parent meetings, parent/teacher conferences and any other meetings or special events communicated through the school calendar as requested by the Administrator.
11. Participate in class field trips (and overnights when appropriate to the level) and act in a supervisory capacity.
12. Attend school sponsored professional day(s) and at least one pre-approved seminar, workshop, or school observation for personal development each year.
13. Be prepared to present an overview of class work at staff meeting or as requested by the Administrator.
14. Conduct new student interviews and submit paperwork to the school office in a timely manner.
15. Maintain current accurate academic records on your children. Hold two conferences throughout the school year with the parents. Have on-going communication with parents in regard to their child's specific needs.
16. Work with students of various abilities assigned to classroom; including those with learning differences as diagnosed. The Directress/Director may be required to participate in meetings, training and planning cooperatives to fully serve each child's needs.
17. Submit academic records and other records during the year as requested by the Administrator. No school records should leave the school property. All records and school business is to be kept confidential.
18. Meet with parents as needed for the purpose of informing them of student progress, program content and the means by which parents can best further and supplement the Directress/Director's efforts.
19. Responsible with the Assistant for the safety and physical well being of the children at all times. The children are to be attended at all times.
20. Notify the Administrator immediately of personal difficulties with parents, children or staff.
21. Protect the privacy and working atmosphere of the class and school at all times.
22. Communicate and cooperate with the Administrator on school programs, changes and development

of future programs.

23. Understand and promote the school's mission, purposes and objectives and policies to parents in a positive and supportive manner.
24. To participate in the organized program of parent education as prescribed by the Administrator.
25. Communicate to the parents regarding the children and the classroom, via newsletters, professionally written notes, telephone calls and/or e-mail.
26. Conduct class meetings for parents during the school year and communicate activities with the Room Ambassador.
27. Train and supervise children in the execution of fire drills. The routine is to be clearly established and the building exited with dispatch and order.
28. Report any and all accidents at once. Prepare a written report through the school office stating date, time, nature of accident, and action taken.
29. Adhere to the Teacher Code of Ethics, as well as, to AMI/AMS guidelines and professional standards for the purpose of maintaining quality and excellence.
30. Conduct oneself professionally by respecting student confidentiality, cooperating with staff members, working out differences in a mature and reasonable manner and communicating unresolved concerns with the Administrator.
31. Complete and discuss teacher self-evaluation as prescribed by the Administrator.
32. The Directress/Director's duties also include all the normal functions of supervision of his/her Teacher's Assistant, including guidance, development and annual evaluation with help from the Human Resources Coordinator.

### **REGULAR, ON-GOING TASKS**

This is mainly a guide, and its intelligent use will require individual adaptations. Where the individual teacher sees the need for variations, adaptations should be made, but not at the expense of basic needs.

### **DAILY**

#### **Pre-Class:**

- \*Consult with the Assistant outlining projected routine of day; special activities
- \*Select a point on which to concentrate observation
- \*Convey information concerning the special needs of some children; propose possible strategies which will support positive behavior, minimize negative
- \*Identify a given group of children who might be shown certain materials (or steps), if they ask for help or

seem to need a new stimulus

\*Receive and welcome children

\*Prepare the classroom environment to foster independence and needs of the children

### **During Class:**

\*Observe group's overall feeling (i.e., the tone of the day)

\*Guide children who need individual help to choose work

\*Protect working children from interference (including adult)

\*Be prepared to make at least one small group presentation involving new material or a progressive step

\*Give individual lessons

\*Withdraw at regular intervals to observe

\*Uphold and reinforce positive behavior by:

-adult's own model behavior

-drawing attention to ground rules at a neutral time

\*Remain in contact with the whole group and sense changing mood or activity symptoms

\*Unobtrusively monitors the work of the individual child

\*Record important points briefly-expand later

\*Treat children according to individual needs but with kindness and respect.

\*Keep an eye on group activities to maximize healthy socialization, fostering of community and healthy recreation

\*Calmly prepares for transition activities

\*Incorporate dismissal routine as one of the day's crucial activities

### **Post Class: (In cooperation with Assistant)**

\*Make minor material repairs

\*Restore and refresh environment

\*Complete daily notes and recordkeeping

\*Think about individual children, and group interaction

\*If necessary, program and assemble a new exercise for next day

\*Confer with Assistant and compare notes

\*Review successful group activities and "invent" new ones

\*Exchange ideas or alternate ways to cope with a given child. Do not just concentrate on problems

\*Demonstrate a learning material and discuss relevant points in Montessori theory

\*Review and practice with materials, especially those soon to be presented, i.e., Primary Directress/Director will enlarge repertoire of sensorial and practical life areas

\*Review transgressions of ground rules by adults and children and try to analyze possible causes; attempt to find counter strategies

\*Make necessary parent contacts regarding individual children as needed

### **WEEKLY**

\*Double check all learning materials; remove all items which need repair, replacement, rotating or cleaning

\*Rotate books (this is very important to do for the children)

\*Update personal albums or notes



- \*Restructure classroom routines as needed
- \*Note needed janitor services
- \*Organize special projects
- \*Update long range class and children's records
- \*Keep abreast of current trends and information by selected readings
- \*Confer with the Administrator

### **OCCASIONAL DUTIES**

- \*Prepare notes for conferences
- \*Prepare reports for parents and child's file
- \*Participate in staff meetings
- \*Participate in parent meetings
- \*Prepare for school special events: Open House, Observations, Conferences, and Parent Meetings, per the school calendar
- \*Prepare parent newsletter to keep them apprised of current events, special events, daily routines, and anecdotes

### **SEASONAL DUTIES**

- \*Supervise major clean up; take inventory
- \*Develop and program for special seasonal events
- \*Prepare and complete any forms for children leaving the program or child orientation for new coming in

### **QUALIFICATIONS**

Education: Minimum Bachelors Degree in Education or related field.  
AMI/AMS 3-6 Teaching Certificate for the State of Illinois  
AMI preferred Elementary Teaching Certificate for the State of Illinois  
CPR/First Aid Training current

Experience: Minimum of two years Montessori teaching experience