

## Lead Teacher- Job Description

**Now hiring a full-time Lead Teacher for a vibrant, rural Primary Montessori program for children aged 2.9-6 years in Petersham, Massachusetts.**

The Petersham Montessori School is looking for a conscientious, flexible, and creative professional to fill our Montessori Lead Teacher role. The candidate chosen will need to be Montessori Certified or have the ability to complete Certification by January 1st, 2024. Our ideal candidate is someone who enjoys and embraces alternative learning as well as understands the importance of nurturing and guiding children. The Lead Teacher will report to the Head of School.

### **Duties and Responsibilities include:**

- Creating creative lesson plans and curriculums that develop emotional, social, and intellectual skills
- Present new ideas to Head of School to better the program
- Observing and assessing children's progress and needs
- Guiding students in a stimulating classroom environment
- Make all children feel comfortable and at ease while motivating them and exploring their ideas and imagination
- Creating progress reports and building relationships with students, families and staff
- Setting an example for students by being a role model and instilling good values
- Monitor children during outside playground time
- Attend and participate in, monthly Staff Meetings and Board Meetings which are held outside of school hours
- Attend yearly Open House for prospective new students on a Saturday
- Attend fundraisers as required (1-2 a year)
- Other duties as assigned by Head of School

### **Qualifications/Skills:**

- High school diploma required
- Obtain an EEC qualified Lead Teacher Certificate
- Montessori Certified preferred, with the ability to be certified by Jan 1, 2024 accepted
- CPR/First Aid Certification prior to start of school
- Must pass a background check
- Computer skills with working knowledge of Google Docs
- Knowledge of, Experience with, or ability to learn Procure App for communication with parents
- Experience working in small teams
- Excellent communication skills
- Ability to serve as a role model for children and staff
- Ability to multitask and organize learning programs
- Possess an open mind and creative spirit
- Have Patience and Understanding
- Reliable transportation

### **Position Details:**

- Hours are 8am - 3pm, Monday through Friday
- Start date mid-August 2023, school year duties end in June 2024
- Pay range \$26,000-30,000

To apply, please send a resume and cover letter to [hirings.petersham.montessori@gmail.com](mailto:hirings.petersham.montessori@gmail.com) by April 1st, 2023.