

The Montessori School of Iowa City is one of the oldest Montessori schools on the continent and is an Associate School Member of the American Montessori Society. The School serves students ages 3-12 in the Iowa City, Coralville and North Liberty community by *providing authentic Montessori education that supports the child's intrinsic motivation to learn and is inclusive, sustainable and holistic.*

We are looking for a creative, innovative Montessori Elementary Lead Teacher who is able to progress children academically while embracing their unique learning style and personalities. The population of the elementary class is small but growing and we need the right teacher to grow with us. This position reports to the Head of School.

Program Responsibilities and Oversight

- ▶ Creates and/or maintains a safe, growth-enhancing classroom environment according to Montessori standards
- ▶ Primary concern is meeting the needs of the children through on-going evaluation of children and classroom activities, provision of Montessori-based activities and direct supervision of assistant teachers and trainees
- ▶ Directs the class on a day-to-day basis including individual and group developmentally- sequenced lesson plans, observation of the progress of individual children, evaluations of activities. Records of lessons presented, assessments, and progress will be maintained regularly
- ▶ Directs the activities of the assistant teachers and trainees, including the appropriate use of materials, behavioral goals for individual children, assignment of routine tasks, division of responsibility for teaching activities and lessons
- ▶ Draws upon community resources—parents, artists, craftsmen, musicians, and provides meaningful experiences for children both in school and on field trips
- ▶ Conducts parent conferences at least twice a year
- ▶ Communicates to parents the educational decisions relating to individual children
- ▶ Attends staff meetings, open houses, school events, and helps plan parent education programs
- ▶ Actively engages in professional development activities
- ▶ Conducts orientation interviews of all new children and their parents/guardians to the class
- ▶ Complies with and enforces licensing regulations as set by DHS
- ▶ Supervises the administration of medicine to children in the class when needed
- ▶ Distributes school communication prepared by the Head of School
- ▶ Serves as mandatory child abuse reporter
- ▶ Completes accident (incident) reports when needed

Qualifications

- ▶ Montessori training is required, certification (AMS Affiliate, AMI or other) is desired; training should have included familiarity with Montessori philosophy, Cosmic Education, elementary classroom management, and all curriculum areas (language, biology, mathematics, geometry, geography, history and art).
- ▶ One year experience as a head teacher in an elementary classroom or two years of experience as an assistant teacher in a Montessori classroom or reasonable equivalent
- ▶ Demonstrated courtesy, respect, compassion, patience and positive attitude with children is required
- ▶ Current and valid Iowa teaching license in elementary K-6 is required for “homeschool” arrangement in Iowa
- ▶ Must meet Department of Human Services requirements

Interested applicants should submit a cover letter and resume via e-mail to employment@iowacity-montessori.org

Please include the words “Application for Elementary Lead Teacher” in your email subject.