



Saint Mary's Hall

LEAD MONTESSORI TEACHER - LOWER SCHOOL

San Antonio, TX



START DATE: August 1, 2024

POSITION SUMMARY

Saint Mary's Hall anticipates hiring an outstanding full-time Montessori Lead Teacher for the 2024-2025 school year. In addition to submitting a résumé and interviewing with Saint Mary's Hall administrators and teachers, applicants should be prepared to teach a demonstration lesson at the Saint Mary's Hall campus. The Mission of Saint Mary's Hall is to prepare students for success in college and fulfillment in life.

QUALIFIED CANDIDATES WILL HAVE THE FOLLOWING:

- AMS Montessori Certification and bachelor's degree or higher required.
- Advanced degree(s) preferred.
- Successful Montessori early childhood teaching experience.
- Passion for working with bright students in a rigorous, college-preparatory environment.
- Strong background and professional development experience in teaching Montessori at the early childhood level.
- Experience designing and incorporating student-centered, interdisciplinary lessons through active, experiential learning.
- Experience preparing student work, observing, and scaffolding lessons appropriately and providing intervention, enrichment, and incorporating differentiation to meet student needs.
- Clear understanding and ability to support the varying ages, abilities and developmental stages and social/emotional development of elementary aged children.
- Growth mindset and ability to create a space for students to explore and wonder.
- Excellent classroom management skills in building and facilitating a safe, nurturing, and inclusive classroom community.

ESSENTIAL FUNCTIONS:

Responsibilities to the General Community:

- To oversee a classroom of children between the ages of 3-5 years old.
- To effectively integrate state standards of learning into everyday classroom instruction and curriculum.
- To work closely with fellow Montessori and Kindergarten teachers to plan and implement activities/lessons throughout the year.
- To prepare and implement lesson plans and provide monthly overview of class work.
- To set aside time to give the Montessori Assistant Teacher an opportunity to share questions and observations.
- To supervise the Montessori Assistant Teacher and encourage participation in curriculum development and implementation.
- To maintain and update the classroom webpage and submit a weekly newsletter to parents.
- To maintain current attendance and student records.
- To create an engaging and flexible classroom environment which corresponds with the needs of the students and as is consistent with current Montessori best practices.
- To train and supervise students in the execution of fire, evacuation and lockdown drills.
- To alert the Head of Lower School immediately of concerns with children, parents or staff.
- To report all accidents immediately to the Head of Lower School and School Nurse and prepare a written report stating date, time, nature of accident and action taken.
- To conduct formal conferences twice a year and other meetings as appropriate throughout the year with parents while maintaining on-going communication with parents regarding a child's specific needs.
- To protect the privacy and working environment of the class at all times.
- To abide by all Saint Mary's Hall policies and procedures.
- To attend staff meetings, parent meetings, and any special events and/or meeting(s) requested by the Administration.
- To seek and attend professional development to enhance Lower School practices and enrich the classroom.
- To assist with other projects, programs and planning as assigned by the Head of Lower School.

ADDITIONAL RESPONSIBILITIES:

- Care for and maintain a clean, orderly and organized classroom.
- Ensure the safety and physical well-being of the students at all times.
- Exhibit a professional manner and appearance.

KNOWLEDGE, SKILLS AND ABILITIES:

- Able to maintain an attitude of collegiality and to communicate effectively, positively and collaboratively with educational team and especially parents.
- Able to build and foster positive, professional relationships with parents.
- Able to be a positive ambassador for Saint Mary's Hall in the larger community.
- Able to meet the demands and challenges of a fast-paced work environment and demonstrate flexibility as needed.
- A good working knowledge of and/or a familiarity with a variety of instructional technology such as Windows applications, iPad integration, interactive whiteboard, and student portfolio applications and a willingness to implement new instructional technology initiatives.



PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Work in a fast-paced environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods.
- Must be able to teach, instruct, and communicate with students, parents, coworkers, visitors, and other professionals in the English language.
- Work primarily in a traditional climate-controlled classroom environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employed. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

HOW TO APPLY:

Saint Mary's Hall has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Head of Lower School Khristi Bates), a résumé, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com.

