

## JOB PROFILE

**POSITION:** Montessori Lead Teacher, Kindergarten

**START DATE:** 1<sup>st</sup> August 2017

**JOB LOCATION:** Beijing (Daystar Academy: Shunbai Campus)

**REPORTS TO:** Campus Director

---

### DUTIES AND RESPONSIBILITIES

#### Lessons

- Follow each child's interest as much as possible, integrating lessons in different subject areas, as appropriate, into their area of interest.
- Be a dynamic link between the child and the Prepared Environment.
- Demonstrate and present clear, interesting and relevant lessons to the upper elementary and lower elementary children using the Montessori Elementary Curriculum lessons supplemented with lessons from other teaching programs, as needed.
- Draw the child into spontaneous fascination with the materials through presentations.
- Present lessons in the key subjects of English language, literacy, math, geometry, culture, sensorial, art, music and practical life that will allow a child to successfully transition to Daystar's 6-9 Montessori program.
- Systematically observe the child and interpret his needs.
- Experiment by tailoring the environment to meet the child's needs and interests, and objectively note the results.

#### Environment

- Prepare and maintain a safe, purposeful and peaceful environment.
- Judge when to step in and set limits or lend a helping hand, and when it is in the child's best interests to step back and not interfere.
- Maintain a balance between offering each child support, warmth, security, and stability and maintaining a peaceful, purposeful working environment for all the children.
- Demonstrate an appreciation of unity in diversity and non-judgmental acceptance and respect for each child.
- Be a consistent good example of desirable behavior for the child by following the same ground-rules, and by exhibiting joy, consistency, grace and courtesy.
- Evaluate and judge personal effectiveness, the environment, and the progress of each child regularly.
- Accept responsibility for the safety, physical well being, privacy and confidentiality of each child.

#### Planning and Record Keeping

- Complete and maintain all computerized records, reports, assessments, inventories and student records as may be required for review of each student's progress. These records may include but are not limited to the following:
  - Teacher - Student Presentation Lesson Plans
  - Teacher - Student Presentation Records
  - Teacher - Student Observation Records
  - Teacher - Classroom Observation Records
  - Teacher - Personal Observation Records
  - Teacher - Assistant Observation Records
- Prepare weekly teaching plans.

- Prepare annual goals for each child in key foundation areas of language and math integrating with other subject areas as appropriate. Prepare annual goals for inquiry investigations, field trips, timelines, singing, plays, etc.

#### **Other**

- Twice a week supervise the lunch of one group of children.

#### **Interactions with Parents**

- Establish and maintain a positive professional relationship with the parents of every child in the class.
- Be inviting and available to meet with concerned parents on an as needed basis.
- Initiate and conduct class meetings for parents when appropriate, and communicate issues that arise with the child in a professional manner.
- Hold two formal conferences yearly with parents and students and assist in interpreting the child's progress and specific needs.
- Provide action plan reports to administration summarizing communications and/or meetings with parents.
- Prepare Student Progress Reports by the dates indicated in the Staff Calendar.
- Prepare for and participate in Parent Education Evenings.

#### **Interactions with the Montessori Teachers and Assistants**

- Establish and maintain a cooperative professional relationship with teachers and assistants in the Montessori environment.
- Coordinate teaching plans on a regular schedule established together by co-teachers.
- Cooperate in the delivery of key lessons, project work and follow up work as necessary.

#### **Staff Meetings**

- Use consultation (which includes consultation, action and reflection) when participating in meetings.
- Prepare for and participate in scheduled weekly staff meeting with classroom teachers, Assistants and Director to consult about the teaching plan, personal and classroom observations, and the individual progress of each child.
- Prepare for and participate in scheduled weekly group staff meetings with Director to discuss general school issues and to consult on specific classroom/child issues.
- Prepare for and participate in five onsite professional development days throughout the school year.

#### **Montessori Assistant Supervision**

Provide regular feedback to Teaching Assistants, both verbally, and in 2+2 format.

#### **Personal Evaluation and Personal Development Plan Reviews**

Prepare for and participate in Personal Evaluation and Development Plan Reviews a minimum of two times throughout the year as outlined in the school calendar.

#### **Student Enrollment and School Promotion**

1. Conduct prospective new student interviews.
2. Prepare for and participate in all school functions.

3. Understand and promote the school's vision, mission, purposes, objectives and policies to parents in a positive and supportive manner.

#### **HOW TO APPLY**

If you are interested in this role, please send your application to [recruiting@ivygroup.org](mailto:recruiting@ivygroup.org) . Please indicate the position you are applying for in your email. Should you need more information on our campus, please check out our website at [www.ivyschools.com](http://www.ivyschools.com) .