



Lead Teacher Job Description and Responsibilities

Candidates should send a completed application, cover letter and resume to:
kivapreschool@msn.com

1. POSITION SUMMARY

A Lead Teacher position is a key leadership team member and participant in making strategic decisions for the Children's House, Early Childhood Program. This position is responsible for managing a Preschool & Kindergarten classroom and an assistant staff member, maintaining and implementing the Montessori Method in a well-prepared environment. In addition to developing strong relationships with each family enrolled in their classroom, providing parent education, and transition support services. Teachers will be held accountable by the Children's House Director in regard to their performance and growth, student achievement, and quality of the curriculum.

2. QUALIFICATIONS

- ❖ BA/BS degree required; 3 years' experience in early childhood education preferred.
- ❖ Minimum of Level III Early Childhood Professional Credential issued by CO Dept. of Early Learning or ability to obtain.
- ❖ Professional Teachers License within the State of Colorado, or eligible within one year of hire preferred.
- ❖ Strong commitment to, belief in, and alignment with mission and vision of the school.
- ❖ Montessori Credential from a Montessori Accreditation Committee for Teacher Education (MACTE) approved program (AMS, AMI, NCME, NAMTA etc.) preferred or completed during the first year of employment.
- ❖ Experience analyzing data and using data to inform decisions and/or instruction.
- ❖ Commitment to an exceptional education.
- ❖ Excellent written and oral communication skills.
- ❖ Well organized and meets deadlines.
- ❖ Demonstrated effective leadership.
- ❖ Openness to feedback, desire to continue development as professional, and willingness to take responsibility for student outcomes and achievement.

3. RESPONSIBILITIES OF THE LEAD TEACHER

- ❖ Embody Guiding Principles, Mission, and Vision of the school.
- ❖ Develop and implement Montessori standards-aligned curriculum including scope and sequence, annual plan, unit plans, weekly lesson plans, and individualized student work plans.
- ❖ Develop and implement curriculum and lesson plans (described above) targeted with the end goal of student performance at or above grade level expectations.
- ❖ Teach and enforce school-wide systems, rules and consequences, and guidance practices

- ❖ Analyze student achievement data in collaboration with Administration
- ❖ Implement standards-based data and assessment tracking system (TS GOLD & MClass) and use data to inform instructional development and delivery.
- ❖ Communicate regularly and proactively with students and families: TS GOLD weekly (lesson plans, student progress), daily boards posted with activities, monthly letters to parents.
- ❖ Collaborate with other staff members and actively participate in all professional development and learning activities.
- ❖ Provide a stimulating and developmentally appropriate daily curriculum that honors the Montessori philosophy and the individuality of each child in the classroom.
- ❖ Maintain a beautifully prepared, organized, clean, safe, and stimulating environment for the children in alignment with State Standards including ECERS and/or CLASS.
- ❖ Manage classroom staff, modeling appropriate and professional behavior at all times.
- ❖ Supervise assistant teachers and support their professional development with a spirit of collegiality and collaboration.
- ❖ Work collaboratively and productively with other lead teachers and staff.
- ❖ Participate in additional activities including field trips, intensive academic support sessions, family conferences, family education nights, and other required programs as needed throughout the year.
- ❖ Support and facilitate additional testing/assessments (MClass-Dibels).
- ❖ Support, lead, and implement specialized educational programs and interventions (RtI process, IEP process).
- ❖ Participate in ongoing professional development.

This is a salaried position, contracted for 190 days. The salary schedule is competitive and performance-based.