

EL DORADO COUNTY OFFICE OF EDUCATION

CLASS SPECIFICATION

JOB TITLE: Teacher-Montessori

Purpose Statement/s: Under supervision from the Director or designee, the Montessori Preschool Teacher will assume responsibility for the operation of the Montessori Preschool classroom, including all support personnel (e.g. classroom assistants, volunteers, etc.). All responsibilities and duties are to be carried out in accordance with the California Education Code, the State Administrative Code, and the policies of the El Dorado County Office of Education.

Essential Job Functions:

- Conducts a developmentally appropriate instructional program within the classroom for the purpose of providing a high quality developmentally appropriate program.
 - Conducts individual observations, assessments, and developmentally appropriate activities for the purpose of measuring growth and development.
 - Plans, organizes and executes the daily lesson plan for the purpose of carrying out established program requirements.
 - Initiates requests for supplies, materials and equipment, maintains inventory and sends to supervisor for approval for the purpose of maintaining a safe and educationally stimulating environment.
 - Maintains appropriate adult/child ratios for the purpose of meeting mandated state ratios.
 - Coordinates the effective use of the classroom assistant(s) and volunteer(s)/parent assistant(s) for the Purpose of maintaining adult/child ratios and enriching classroom environment and providing parent education.
 - Attends staff trainings and meetings as required for the purpose of staff development training and ensuring effective communication.
 - Coordinates parent meetings and trainings for the purpose of meeting program requirements and providing parent education.
 - Demonstrates developmentally appropriate activities for parents which they can do with their children for the purpose of ensuring that the parent is the primary educator of their children.
 - Maintains confidential and detailed records of observations and family contacts for the purpose of monitoring interventions and the ongoing progress of the child and the family.
 - Completes job-related paperwork and monthly reports in an accurate timely manner for the purpose of providing required program documentation.
 - Acts as a liaison between families and community agencies when making necessary referrals for the purpose of providing appropriate support services to families.
 - Refers children with atypical developmental and/or medical concerns to supervisor for appropriate professional intervention for the purpose of meeting the individual needs of children.
 - Coordinates obtaining substitute teachers and aides for the purpose of maintaining adult/child ratios.
 - Attends Montessori conferences for the purpose of continuing education.
 - Provides input for Parent Handbook for the purpose of updating and clarifying program information.
 - Participates in Federal and/or State Self-Review process for the purpose of ensuring program compliance.
 - Maintains positive relationships with schools, parents and community for the purpose of effective collaboration for families and community.
 - Writes and/or provides information for monthly newsletter and maintains parent information center for the purpose of communicating program information.
 - Provides input for staff evaluations for the purpose of maintaining high quality educational staff.
 - Works cooperatively with Management and Support Staff for the purpose of providing open lines of communication.
 - Provides input for the Individual Education Plan (IEP) and attends IEP meetings when appropriate for the purpose of ensuring education services are identified and provided to special needs children.
 - Arranges for weekly mail delivery (i.e. time sheets and sign in sheets) for the purpose of ensuring accuracy and timeliness.
 - Reports building maintenance needs to the Supervisor for the purpose of monitoring and maintaining a safe environment.
- **Job Requirements-Qualification:**
 - **Education:** High School Diploma or equivalent and Primary (ages 3-6) Montessori certification.

- **Experience:** A minimum of three (3) years recent experience in a Montessori classroom. A preference will be given to bilingual teachers for South Lake Tahoe Montessori Preschool Program.
- **Skills, Knowledge and/or Abilities:**
 - **Skills** to demonstrate Montessori materials, react with flexibility and sensitivity to changing situations and needs; problem solve and structure time effectively; direct individual and group activities of children and families; effectively carry out written and oral instructions; communicate effectively with parents and children; maintain cooperative work relationships.
 - **Knowledge** Montessori philosophy and materials, proper English usage; record-keeping techniques, community support services resources; general early childhood development; strategies to motivate children and parents to become involved in activities.
 - **Abilities** to work with minority and low-income parents, to sit and stand for prolonged periods, lift children up to 40 pounds, understand and carry out oral and written instructions, maintain confidentiality of student family records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies, Significant physical abilities include lifting/carrying/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/accommodation/field of vision. As required, as needs of students dictate, to perform cardiopulmonary resuscitation, first aid, and specialized physical health care procedures including, but not limited to suctioning and alternative feeding, elimination care, and the safe handling of students who are known carriers of chronic infectious diseases.
- **Qualifications Required:**
 - Completion of 12th grade or equivalent **AND**
 - Possession of a valid credential and certificate as required by Federal and State regulations. (May include a Child Development permit or Elementary Teaching Credential) Must meet Title 5/ Education Code licensing standards.
- **Licenses, Certification, Bonding, and/or Testing Required:** Pre-employment medical examination, TB test clearance, Criminal Justice Fingerprint Clearance. If required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability.
- Continued employment is conditional upon enrollment and successful completion of First Aid and CPR Certificates within the first year of employment.

Salary Schedule: I

Adopted: 5/05