



Capital Montessori School  
730 Lilly Rd. SE  
Olympia, WA 98501-2115  
Office: 360-438-3639  
Fax: 360-412-1032

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## Children's House Lead Teacher

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### Requirements:

- High School Diploma and must be over the age of 18.
- Primary Montessori Teacher Certification or Early Childhood Degree or Short Certificate (20 credits of Early Childhood Education) At least one must be completed within 5 years of hire.
- Primary Montessori Teacher Certification (if not already held, must show proof of enrollment in an accredited certification program at time of hire and must be completed within 2 years of hire).
- Three Non-Family References (At Least One of Which Must Be Job Related)
- Current TB Test
- Current CPR/First Aid Certification (Or Willingness to Complete Within One month of Hire)
- Current Food Handlers Card (Or Willingness to Complete Within One month of Hire)
- HIV/AIDS Training (2 Hours)
- Current Portable Background Check
- Willingness to complete 10 hours of continuing education annually.

### Job Description/Responsibilities:

#### Curriculum:

- Establish the morning and extended day work period and give lessons as needed.
- Establish and maintain the classroom true to the Montessori philosophy, paying particular attention to the needs of students.
- Implement and update curriculum as student needs dictate.
- Work with administration to plan, prepare, and maintain all units of study –including Montessori materials, thematic units, etc.

#### Communication:

- Facilitate a respectful environment for children and adults by advocating conflict resolution and Grace and Courtesy lessons.
- Communicate with families via a monthly newsletter and by email when necessary about their children's school lives and to provide education regarding Montessori philosophy.
- Prepare for and schedule individual communications with parents as needed throughout the school year, either in-person or by phone.
- Schedule and work with other faculty for open houses, programs/performances, etc.
- Meet individually with prospective parents and students.

#### Record keeping:

- Carefully observe and keep daily records on each student's individual progression through the classroom.
- Maintain the school's system of record keeping.
- Complete individual learning plans and conference forms for all students.
- Participate in preparing a classroom calendar of events.

#### Supervision of Classroom Assistants and Interns:

- Establish a harmonious relationship with assistants and interns.
- Conduct weekly staff meetings.
- Participate in staff evaluation.
- Support assisting staff and provide the necessary tools and guidance for them to perform their job duties.
- Report any difficulties regarding assisting staff to the Director in a timely fashion.

#### Administration:

- Serve as the liaison for the classroom to the administration paying particular attention to ensuring that the school's policies on safety, licensing requirements, staffing minimums, as well as health and wellness are adhered to.
- Attend monthly administrative meetings.
- Assist in the planning and maintenance of the building, materials, and playground to ensure they are clean, safe, and maintained. Report any maintenance issues to the Director in a timely fashion.
- Care for all classroom animals and plants.
- Organize planning time for changing out material, cleaning, and reorganizing classroom equipment on a regular basis.

#### Salary:

Starting Salary \$15.00 per hour if enrolled in an accredited Montessori training program.

Starting Salary \$16.50 per hour if Montessori certified.

Salary Range \$15.00 – \$17.00 per hour

Raises – Raises will be given annually based on employee evaluations and the school's financial ability to provide them.

Probationary Period - The probationary period for any employee lasts three months from the date of hire. Time off is not allowed during the probationary period for anything other than personal sickness or death in the family unless pre-agreed upon at the time of hire.

#### Benefits:

- Paid Vacation – 3 Weeks Per Year (Pre-Scheduled) Plus Holidays
- Un-Paid Vacation – 2 Weeks Per Year (Pre-Scheduled)
- Employee Medical/Dental Benefits (Eligible after 2 Months of Work)
- Up to 3% Employer Match Retirement Plan
- 50% Off School Tuition for Employee's Dependents