



Growth. Values. For Life.

MONTESSORI TEACHER
JOB DESCRIPTION

Department: Lower School
Supervisor: Lower School Principal
Status: Full-time (*in-person*)

Ursuline Academy is seeking full-time, Montessori Teacher for the 2020-21 school year. The Montessori Teacher will be responsible for providing instruction to children according to the Montessori methodologies. Including observing, guiding, supervising and assessing children while they learn in the classroom environment. A teacher in the Montessori School works in a collaborative environment, planning and cooperating with all colleagues and administration.

SPECIFIC DUTIES:

- Teaching children in Ursuline Academy's Montessori school.
- Actively uphold the school policies and procedures detailed in the Employee Handbook and Faculty Handbook
- Use a variety of assessment tools to evaluate student learning, including formative & summative assessment
- Attend school liturgies, prayer services, and retreats and other mission-directed events or activities, graduation (US only), Back to School Nights, Conferences, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc. and chaperone as required
- Write specific, individual, and constructive comments on report cards/progress reports
- Actively communicate with students & families within 24 hours when students' performance is of concern
- Model professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families

COMMUNICATION:

- Coordinate the activities of all students
- Foster a partnership with students, parents, and colleagues
- Review/recommend instructional materials for adoption
- Stay abreast of educational research and current literature in his/her academic area
- Monitor student progress within the department
- Work closely with the teachers in the Academic Department

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Must be highly dependable and have a willingness to perform all other duties as assigned
- Attend all required meetings
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae

REQUIREMENTS:

- Bachelor's Degree in the Education field
- Experience with the Montessori methodology required

PREFERRED:

- Montessori certification in good standing strongly preferred, master's degrees and/or certification preferred
- Has at least 2 years teaching experience teaching in Early Education
- Learning Management System (LMS) experience with Google classroom, Net Classroom, helpful
- Montessori Teacher should keep abreast of the latest developments in their subject area

COMPETENCIES NEEDED:

The skills required to perform multiple technical tasks with periodical upgrade skills in order to meet changing job conditions. The ability to make presentations before groups is required and planning and managing projects. The employee will be required to prioritize, analyze situations to define issues and draw conclusions and schedule accordingly.

PHYSICAL DEMANDS:

While performing the duties of this job the employee is regularly required to sit, use hands, fingers, talk, hear, use stairs, handle, and or use objects. The employee is required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. Must have the mobility required to ensure the safety of the children. Specific vision ability required by this job include close and distance vision. The employee must occasionally lift and or move up to 40 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee may be exposed to possible infectious diseases. While performing the duties of this job the employee is occasionally exposed to weather conditions or extreme cold or heat.

SALARY/BENEFITS:

- Commensurate with experience and education
- Generous benefits package offered

TO APPLY:

If interested, email cover letter, resume, and references to: uaemployment@ursuline.org. Please include "Montessori Teacher" in the subject line of email.