

STERLING MONTESSORI Academy and Charter School

Job Description: Lead Teacher

Contracted: 10 month

Purpose: Lead Teacher will use the AMS Montessori scope and sequence, lessons, and materials that are aligned with the NC standard course of study benchmarks, as the basis and foundation of their work with students.

Duties and Responsibilities to Students/Parents/Staff:

1. All lead teachers (General Ed., EC, Specials, and Specialists) will adhere to the Sterling mission, vision, guiding principles, code of ethics and standards of behavior as outlined in the Employee Policies and Procedures Handbook.
2. Lead Teacher shall attend any staff meetings, professional development, trainings, parent workshops, and annual open house outside of standard working hours as requested by the Executive Director.
3. Montessori is an approach that values the human spirit and the development of the whole child-physical, social, emotional, and cognitive. When situations or conflicts arise with students, adults act as mediators and provide opportunities for conversations, reflection, and learning. Teachers follow the Positive Discipline model and refer to the Multi-Tiered System of Support (MTSS) when needing to implement supplemental or intensive support.
4. Responsible for training, supervision, weekly meetings, goals and evaluation of assistant/associate teachers.
5. Responsible for the welfare, safety, and educational achievements of students.
6. Maintain a clean, orderly, and attractive classroom environment (inside and outside). Report all maintenance requests or damage in classrooms, playgrounds, and campus-wide.
7. Maintain inventory annually of materials and furniture. Responsible for tracking classroom budget and filling out purchase orders for required and approved materials. Supplement the classroom with teacher-made materials as needed. All materials made at Sterling shall be inventoried and property of Sterling.
8. Complete and maintain record keeping, progress reports, assessments/evaluations, MTSS documentation, and grades (if applicable) in a timely manner as required by the school.
9. Responsible for parent conferences, meetings, parent email communications (within 48 hours), communicating problems and concerns with all parent/guardians of students in your care.
10. Responsible for completion and cost of all licensing requirements (CEUs).
11. Inform Section Director of all administrative level concerns or problems as they relate to relations with school, students, parents, or staff.

- 12.** Work with students of various abilities, including those with diagnosed learning differences; the teacher may be required to participate in meetings, planning, and training to fully serve each child's needs. Keep updated and follow student IEP, 504, EL, Behavioral Intervention Plan (BIP), Functional Behavioral Assessment (FBA).
- 13.** Participate in class field trips, including overnights when appropriate to the level, and act in a supervisory capacity. Follow all field trip guidelines as stated in the Employee Handbook (EHB).
- 14.** Respect student confidentiality by not discussing students with anyone other than their families and those faculty and staff members who work with them directly, in accordance with state and federal law.
- 15.** Participate and implement in annual goal setting, evaluation reviews and professional development for career growth. Our work requires being coachable, an ongoing desire to learn, and a sense of egoless-ness.