

## **SPECIALISTS**

It is each staff member's responsibility to become familiar with "Essential Elements". "Essential Elements" is a document used to evaluate both classrooms and staff. Updated copies will be provided upon completion. Any questions or suggestions should be directed to the Head of School. An updated copy of "Essential Elements" will be emailed to you upon request.

### **A. Qualifications:**

1. Significant experience in the position sought. College degree preferred but not required.
2. Prior experience working with children.
3. Embrace the Montessori philosophy.
4. Meet school/state health requirements including CPR, first aid, and immunizations.

### **B. General Responsibilities:**

1. Abide by the school's policies and procedures and carry out the Head of School's directives.
2. Arrive promptly at designated time.
3. Design, organize, prepare and maintain a clean, aesthetic classroom environment in keeping with Montessori principles.
4. Plan, coordinate and implement the curriculum in keeping with Montessori principles.
5. Initiate growth and change in intellectual and professional development seeking out conferences, courses and other opportunities to learn.

### **C. Responsibilities to the Child:**

1. Honor the individuality of each child with respect to race, gender, color, creed, national origin and learning style.
2. Demonstrate rapport with, and respect and kindness for, the students.
3. Foster an environment of respect.
4. Protect the privacy and confidentiality of each student.
5. Protect the safety and well-being of the children.
6. Create an atmosphere that is conducive to individualized learning.
7. Protect the peace and privacy of the children at work.
8. Ensure the proper care, maintenance and respect of all classroom materials. The children are to be brought into this responsibility.
9. Make objective observations of each child.
10. Keep records of children's progress through work samples and social/academic record-keeping.
11. Be the student's advocate when areas of concern arise

### **E. Responsibilities to Staff:**

1. Demonstrate a rapport with, and respect and kindness for, fellow staff members.
2. Work cooperatively, remain nonjudgmental of staff, and utilize productive communication.
3. Be involved in the mentoring process as outlined in the Staff Handbook. (to be developed)
4. Attend all required staff meetings and participate as an active team member.
5. Participate in professional staff development and share information with staff.

### **F. Responsibilities to Parents:**

1. Establish and maintain appropriate and respectful relationships with parents while adhering to confidentiality guidelines.
2. Provide for open channels of communication.
3. Provide written reports for Parent / Guide conferences as required.
4. With level guides and Head of Schools, provide for parent education opportunities.
5. Attend school gatherings as outlined in the Staff Handbook.

### **G. Responsibilities to Administration:**

1. Provide lesson plans to Head of School for approval.
2. Adhere to approved hours for class time.
3. Adhere to approved hours for planning time.
4. Attend staff meetings as outlined.

5. Meet school/state health requirements including CPR, first aid, and immunizations.
6. Inventory all classroom supplies and materials each year; make and/or renew materials as needed.
7. Prepare personal/professional goals and participate in on-going assessment.
8. Notify Head of School of personal difficulties with children, parents or staff.
9. Submit all correspondence to Head of School prior to distribution.

**H. Responsibilities to the Board:**

1. Implement the school's Mission Statement.
2. Attend board meetings as desired.
3. If desired, serve on committees as requested.

**I. Responsibilities to Community Building Committee (CBC):**

1. Support CBC activities.

**J. Responsibilities to Community:**

1. Be receptive to classroom observers.
2. Interpret Montessori philosophy to the community.