

Montessori Elementary Directress Job Opening

The Alexander Graham Bell Montessori School is one of the oldest and most unique Montessori schools in the Chicago area and is Accredited through the American Montessori Society and the National Private School Association. The School serves students ages 6 weeks-15 years throughout the northwest suburbs of Chicago, Illinois.

AGBMS provides children with an *authentic Montessori education that supports the child's intrinsic motivation to learn and is inclusive, sustainable and holistic.*

We are looking for a creative, innovative Montessori Elementary Lead Teacher who is able to progress children academically while embracing their unique learning style and personalities. The population of the elementary class is small but growing and we need the right teacher to grow with us.

Program Responsibilities and Oversight

- Creates and/or maintains a safe, growth-enhancing classroom environment according to Montessori standards
- Primary concern is meeting the needs of the children through on-going evaluation of children and classroom activities, provision of Montessori-based activities and direct supervision of assistant teachers and trainees
- Directs the class on a day-to-day basis including individual and group developmentally- sequenced lesson plans, observation of the progress of individual children, evaluations of activities.
- Records of lessons, assessments, and progress will be maintained regularly
- Directs the activities of the assistant teachers and trainees, including the appropriate use of materials, behavioral goals for individual children, assignment of routine tasks, division of responsibility for teaching activities and lessons
- Draws upon community resources—parents, artists, craftsmen, musicians, and provides meaningful experiences for children both in school and on field trips
- Conducts parent conferences at least twice a year
- Communicates to parents the educational decisions relating to individual children
- Attends staff meetings, open houses, school events, and helps plan parent education programs
- Actively engages in professional development activities
- Conducts orientation interviews of all new children and their parents/guardians to the class
- Supervises the administration of medicine to children in the class when needed
- Distributes school communication prepared by the Education Coordinator(s) or Head of School