



**Title:** Erdkinder Teacher

**Class:** Assigned Class

**Reports To:** Directress

**Status:** Non-Exempt

**Summary:** continuing to develop a full Erdkinder Curriculum expanding to the Primary, Elementary, and all of Secondary, which builds upon the foundations that embrace the philosophy of fostering growth within each child, by hands on learning through both the natural environment and physical well-being.

**Essential Functions:**

1. Assume full responsibility for Middle School class, which fosters the total development of the child according to the philosophy of Dr. Maria Montessori and AMI or AMS or NMCE guidelines as appropriate.
2. Oversee and implement assigned areas of the curriculum; knowledgeable about Illinois state standards and participate in the development and alignment of the curriculum to the standards as required.
3. Prepare and maintain the learning environment appropriate to the needs of the children and the expectations of the school.
4. Ensure the safety and well-being of the students at all times.
5. Administer and evaluate standardized tests as scheduled.
6. Make and purchase materials for the classroom within the budgetary guidelines.
7. Keep accurate and updated records of each student's progress.
8. Foster an atmosphere of respect and harmony; emphasize communication, interdependence, cooperation and global awareness.
9. Coordinate parent conferences each year as scheduled; maintain ongoing dialogue with parents during the entire year; be active in preparing and presenting at parent meetings, faculty meetings and professional development/in-service events as requested.
10. Carry out procedures, policies and responsibilities as outlined in the staff handbook, parent handbook and Erdkinder curriculum and initiatives.
11. Participate in planning, implementation and evaluation of all curriculum, programs and activities in the classroom and school.
12. Assist the children with their physical needs, when necessary. Use Cued Speech when needed.
13. Be ready and willing to take on daily assignments, as requested, by supervising directress.
14. Report difficulties in the classroom to directress.
15. Consult [agbms.org](http://agbms.org) e-mail on a daily basis for special messages and visitors.
16. Attend meetings, as requested, with the Directress, Coordinator, Educational Administrator, or Executive Director.
17. Pursue opportunities for professional growth and enrichment with approval of administration.
18. Maintain a neat, clean and well-groomed appearance.
19. Maintain records of attendance for each student.
20. Communicate and submit reports, as required, to parents, school management and school district, etc.
21. Address classroom emergencies in the classroom, such as forgotten lunches and minor accidents.
22. Prepare, administer and grade assignments and tests with an aim of evaluating the progress of students.
23. Prepare and implement remedial sessions for the children who require extra assistance.
24. Plan and supervise trips and classroom activities.
25. Other duties as assigned from time-to-time to support and meet school objectives.

**Education, Experience and Skills:**

1. AMI, AMS, or NCME certification + BA/BS degree + Illinois Teacher License
2. Broad understanding of early adolescent development and educational needs and ability to successfully apply these concepts.
3. Proficient in areas of media, technology, and current software applications
4. Demonstrates ability to work with students within a Montessori framework;
5. Able to organize, supervise, and communicate effectively with students/parents/colleagues.

**Minimum Physical Requirements:**

1. Ability to stand and move for 95% of the day.
2. Use of hearing, hands and eyes 100% of the workday.
3. Ability to push, pull, lift and carry up to 50 pounds occasionally during the workday.
4. Ability to multi-task and able to respond quickly and appropriately to the changing needs of students.
5. Typical of a classroom environment; exposure to activity and children.
6. Work both indoors and outdoors.
7. Stamina to work all assigned hours.