Lead Teacher

Infant/Toddler, Primary (3–6), and Elementary Programs

Classification: Exempt / Full-Time

Reports To: Head of School

Program Levels: Infant/Toddler, Primary (Ages 3–6), Elementary

Position Summary

The Lead Teacher holds primary responsibility for the design, delivery, and ongoing stewardship of an authentic Montessori learning environment. As the senior educator in the classroom, the Lead Teacher provides instructional leadership, guides the professional development of assistant staff, and serves as the principal liaison between the School and the families of enrolled children. This role requires a deep commitment to Montessori philosophy, a demonstrated ability to individualize instruction across a multi-age classroom, and the professional judgment to communicate effectively with children, families, and colleagues.

Essential Duties and Responsibilities

Instructional Leadership

- Plan, prepare, and deliver Montessori-aligned lessons and individualized work plans for each child across all developmental domains.
- Develop and publish a written monthly Montessori curriculum that reflects the needs of the current class community.
- Maintain the prepared environment in accordance with Montessori principles and the standards set by the Head of School and Board of Trustees; inspect and restore materials following each session.
- Conduct ongoing, systematic observation of each child to inform lesson planning and to track academic, social, and developmental progress.

Record-Keeping and Reporting

- Maintain accurate, current academic and attendance records for every child in the classroom; make records available to the Head of School upon request.
- Prepare comprehensive written progress reports for parent-teacher conferences held twice yearly; submit completed reports to the School no later than one week before scheduled conferences.
- Proactively advise parents of each child's academic and social progress in accordance with School policy; contact the Head of School and appropriate parents promptly whenever information arises that affects a child's wellbeing or best interests.

Classroom and Community

- Foster a respectful, inclusive classroom community consistent with Montessori values.
- Supervise, mentor, and provide Montessori-aligned guidance to the assigned Assistant Teacher; model best practices and support the assistant's ongoing professional growth.
- Collaborate with administration, colleagues, and support staff to maintain organized and welcoming common areas including the kitchen, gymnasium, foyer, and material-making area.

- Arrange qualified substitutes for all personal leave days; notify the Head of School and Coverage Coordinator of all such arrangements in advance through the appropriate channels.

Family and Community Engagement

- Serve as a Goodwill Ambassador for the School, actively promoting its mission to prospective and existing families.
- Prepare and contribute to communications such as newsletters, blogs, and reports designed to inform current families and market the School to prospective families.
- Be available outside of regular classroom hours for parent consultations, faculty meetings, and school-sponsored events as scheduled.

Professional Responsibilities

- Devote full professional attention and energy to the School during working hours; avoid activities that interfere with the competent delivery of services.
- Attend scheduled school functions including Faculty and Staff Meetings, Professional Development Programs, School Programs and Socials, Open Houses, Prospective Parent Forums, Parent Education Events, student programs such as Science Fair and Art Show, and overnight student programs at the Lead Teacher's program level.
- Abide by all policies and procedures in the Employee Handbook, as amended from time to time.

Qualifications

- AMI or AMS Montessori credential at the appropriate level (Infant/Toddler, Primary, or Elementary) required; advanced credential or degree preferred.
- Minimum of two years of Montessori classroom experience; lead classroom experience strongly preferred.
- Demonstrated ability to individualize instruction within a multi-age Montessori environment.
- Strong written and verbal communication skills; ability to engage professionally with families, colleagues, and administrators.
- Current CPR and First Aid certification, or willingness to obtain prior to start date.
- Commitment to ongoing professional development and the continuous improvement of Montessori practice.