



# TALENT MANAGEMENT

## Job Description

### TEACHER – STEELE MONTESSORI/RODRIGUEZ MONTESSORI PK-6

**Reports To:** Campus Principal

**Wage/Hour Status:** Exempt

**Dept./School:** Steele Montessori and Rodriguez Montessori

**Pay Grade:** Teacher Salary Schedule

#### **Terms of Employment:**

Follow the instructional calendar as approved by the School Board and no less than 187 days per school year. Salary is on the teacher salary schedule on the SAISD Compensation Plan on a term or probationary contract, as applicable with additional consideration for directly related experience.

#### **Primary Purpose:**

To provide students with appropriate learning activities in core academic subject areas designed to fulfill their maximum potential for intellectual, emotional, physical and social growth. Enable students to develop competencies and skills that will prepare them for success in higher education and society. In addition, a teacher at the SAISD Montessori Academy is agreeing to nurture the comprehensive development of all the children in the school using the Montessori Method of education. Teachers are agreeing to work in partnership with the principal, the school board, other staff members, the families of the school and community at large to create the best possible Montessori education for San Antonio preschool, kindergarten, first, second, and third grade children.

**Primary Montessori Guide serves grades:** PreK 3-Kindergarten

**Lower Elementary Guide serves grades:** 1st-3rd grade

**Upper Elementary serves grades:** 4th-6th grade

#### **Major Responsibilities and Duties:**

*(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

#### **Teaching Strategies Specific to Montessori:**

##### **Planning, Preparation and Instruction**

The teacher creates instruction that supports the development of the cognitive, emotional, social, and physical growth of the child.

1. The teacher uses the School Curriculum, Montessori Albums, and current research based instructional practices to develop interdisciplinary units of instruction that meet both the group and individual needs of students.
2. The teacher is responsible for maintaining an on-going dialogue with specialty teachers and coordinating curriculum integration and implementation with these teachers.
3. The teacher works with students of various abilities assigned to the classroom, including those with learning differences as diagnosed. The teacher may be required to participate in meetings, training, and planning cooperatives to fully meet each child's needs.



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4. The teacher uses various assessment tools/strategies such as observations, children's work samples, continuums of development, portfolios, etc. to help make instructional decisions for individual students.

### **Classroom Environment/Management**

The teacher is responsible for preparing an environment that meets the sensitive period/plane of development of the children he/she works with.

1. The teacher is responsible for preparing an environment in which the furnishings and materials are complete and correspond to the needs of the group; for maintaining a clear, orderly, and attractive Montessori environment, including the care and maintenance of classroom materials and equipment; for communicating needs for the classroom in accordance with school policy, i.e., maintaining inventory of classroom materials and any additional materials needed.
2. The teacher creates an environment that demonstrates rapport with, respect and kindness for, all students as well as between students. The teacher models and teaches conflict resolution and problem-solving strategies in the classroom.

### **Communication**

The teacher is responsible for communication that supports an understanding of the school's program, develops positive relationships within the school community, and protects the privacy and confidentiality of each student and family in the school community.

1. The teacher establishes a positive relationship with parents of the students and maintains regular communication with parents with regard to their child's specific needs. The teacher provides for parent conferences, meetings and communication throughout the school year in accordance with school policy. The teacher responds to parent concerns in a timely manner.
2. The teacher communicates to parents and others in the school community about the classroom and curriculum. The teacher develops and participates in parent programs that help develop an understanding of the Montessori Curriculum.

### **Professional Responsibility**

The teacher is involved in ongoing self-assessment and refinement of practice in the classroom as well as collaborative professional growth.

1. The teacher maintains his/her teaching skills and participates in professional development activities (both within the school community and attendance at conferences, workshops, etc.). The teacher is a member of professional organizations including but not limited to the American Montessori Society and is aware of major areas of research in teaching and resources for professional learning.
2. The teacher participates in collegial activities designed to make the entire school a productive learning environment, for example, age level meetings, curriculum discussion groups, working committees, mentoring, etc. It is expected that teachers attend all scheduled meetings and professional days as appropriate to their level. The teacher participates and shares information from professional development activities with colleagues to benefit the learning community.

### **Related Duties**

The teacher conducts new student interviews and hosts prospective student applicants in the classroom as requested through admissions.

1. The teacher works with assistants is responsible for the training and coaching of the assistant.



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### **Instructional Planning and Delivery:**

1. Analyze performance data in order to provide targeted instruction based on students' individual needs
2. Develop and implement lesson plans that fulfill the requirements of the Montessori curriculum for multi-age students, reflect accommodations for learning style differences, and show written evidence of preparation as required
3. Present subject matter according to the guidelines established by the Texas Education Agency, board policies, and administrative regulations
4. Work with other staff members to determine instructional goals, objectives and methods according to district requirements
5. Work with special education teachers to modify curricula as needed for special education students as identified in Individual Education Plans (IEP).
6. Use technology to strengthen the teaching/learning process
7. Plan and monitor work flow of instructional assistants and volunteers

### **Monitoring Student Progress and Potential:**

1. Help students analyze and improve study methods and habits
2. Conduct ongoing assessments of student achievement through formal and informal testing
3. Support the mission of the school district by serving as a positive role model for students

### **Classroom Management and Organization:**

1. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
2. Manage student behavior in accordance with the Student Code of Conduct and student handbook
3. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities

### **Qualities of Effective Teaching:**

1. Use effective communication skills to present information accurately and clearly to students, parents and staff
2. Maintain a professional relationship with colleagues, students, parents and community members
3. Participate in staff development activities that improve job-related skills and professional growth
4. Keep informed of and comply with state, district and campus policies for classroom teachers, including daily attendance, punctuality and confidentiality
5. Compile, maintain and file all reports, records and other required documents
6. Attend and participate in faculty meetings and serves on staff committees as required
7. Comply with the Texas Educator's Code of Ethics
8. Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
9. Daily attendance and punctuality at work are essential functions of the job
10. Alternative methods of performing the position as assigned

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**

### **Supervisory Responsibilities:**



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- Supervise students and monitor work flow of instructional assistants as appropriate

### Minimum Qualifications:

#### Performance Evaluation Requirements

- **No Teaching Experience:** Favorable recommendation from an educational program supervisor
- **1-2 Years of Teaching Experience:** The summative evaluation scores must be at “proficient” or above in four of sixteen dimensions with no “improvement needed” in any dimension using TTESS or a comparable performance evaluation tool
- **3 or More Years of Teaching Experience:** The summative evaluation scores must be at “proficient” or above in nine of sixteen dimensions with no “improvement needed” in any dimension using TTESS or a comparable performance evaluation tool

#### Education/Certification:

- Bachelor’s degree from an accredited four-year college or university
- Valid Texas Teaching Certificate with required endorsements for subject and level assigned
- Demonstrate knowledge of Montessori philosophy and educational strategies and have or are close to completing Montessori certification (acceptable Montessori certification includes AMS, AMI, and MACTE)
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant

#### Special Knowledge/Skills:

- Knowledge of core academic subject assigned
- Knowledge of Montessori curriculum and instruction
- Ability to instruct students and manage student behavior
- Strong organizational, communication, and interpersonal skills
- Ability to adjust and adapt to a multitude of situations in the school environment

#### Experience:

- Student teaching or approved internship
- Minimum three (3) years’ experience working in a PreK-3 Montessori classroom(*preferred*)

#### Equipment Used:

- Computers and Computer peripherals
- Various software programs
- Teacher resource materials and equipment
- Audio-visual equipment
- Printers
- Copier
- Fax machine
- Telephone

#### Working Conditions:



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### Mental Demands

- Above average degree of concentration, communication (verbal and written), interpretation, understanding verbal instructions, analyzing, differentiating, reading, coordinating, compiling, computing, instructing, emotional control, memorizing, organizational skills, and the ability to work with individuals from diverse backgrounds

### Physical Demands

- Regularly required to stand, walk, talk, hear, write. Lift and/or move up to 25 pounds.
- Frequently required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.
- Occasionally sit, climb, or balance, taste or smell; lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Environmental Factors:

- Frequent exposure to outside weather conditions. Occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate.

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Es norma del distrito de San Antonio no discriminar por motivos de raza, color, religión, origen nacional, sexo, identidad de género, expresión de género, orientación sexual o discapacidad, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda, y las pólizas DIA, FFH, y FFI de la mesa directiva de SAISD.

Employee Acknowledgement of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

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