



## Job Description – Essential Functions

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**POSITION:** Montessori Co-Teacher

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CHILDREN'S HOUSE MISSION: The Children's House is a Montessori preschool and kindergarten that guides a diverse group of children to become joyful and confident lifelong learners who respect others and the world around them.

### General Responsibility:

- ◆ Responsible for the overall supervision, safety, education, and daily functions of a Primary (3 – 6 y.o.) Montessori class of 24 children, in coordination with classroom co-teacher
- ◆ Reports to the Director

### Qualifications:

- ◆ Must hold a degree related to early childhood, preschool, or elementary education.
- ◆ Must hold an Early Childhood Montessori credential from a MACTE-accredited education program or acquire credential within two years of employment.
- ◆ Must be able to lift up to 35 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.
- ◆ Must meet the basic requirements of local childcare regulatory agencies.
- ◆ Must be able to relate positively with young children.
- ◆ Familiarity with Office 365 applications, willingness to learn Transparent Classroom, and other communication tools.
- ◆ Previous early childhood teaching is preferred.

### Specific Duties Coordinated and Share with Co-Teacher:

- ◆ Plan and implement a daily schedule and a curriculum based upon the Montessori method and philosophy, NAEYC's Developmentally Appropriate Practices, and the Tennessee Department of Education curriculum standards.
- ◆ Prepare classroom environment daily providing attractive, well-maintained spaces that encourage learning, creativity, respect, and independence.
- ◆ Purchase classroom materials as needed, staying within budgetary guidelines.
- ◆ Model appropriate teaching and observation skills to interns, volunteers, and practicum students.
- ◆ Model and implement Positive Discipline techniques.
- ◆ Assess and provide for each child's developmental needs on an ongoing basis.

- ◆ Record and maintain students' attendance records, observational and anecdotal notes, developmental milestones, and checklists of materials presented and mastered.
- ◆ Plan and evaluate both long- and short-term goals for each child.
- ◆ Communicate with parents frequently, check classroom emails daily, and send classroom newsletters and updates to parents at least monthly.
- ◆ Hold parent/teacher conferences at least two times per year.
- ◆ Seek out and participate in continuing education and professional development opportunities to comply with Department of Education requirements.
- ◆ Accept responsibility for maintenance and necessary housekeeping duties of the classroom, common-use areas, and playgrounds.
- ◆ Maintain the Children's House's positive, professional attitude and work behavior.
- ◆ Attend and participate in all required staff meetings, workshops, school functions, and special events as determined by the Director.
- ◆ Observe all rules, regulations, policies, and procedures of Children's House and the local, state, or national regulatory agencies.
- ◆ Maintain professional Code of Ethics of the American Montessori Association
- ◆ Perform related duties as required by the Director.

Upon Employment:

- ◆ Must meet all Children's House of Nashville and local, state, or national basic health requirements as well as other requirements required by regulating agencies.
- ◆ CPR and First Aid training, as required.
- ◆ Must complete all necessary company employment and payroll forms.
- ◆ Fingerprinting and/or criminal investigation report completed.

Children's House of Nashville offers a competitive salary and benefits package. Qualified applicants may submit a resume to [rhonda.mckay@childrenshousenashville.org](mailto:rhonda.mckay@childrenshousenashville.org). No phone calls, please.