

**JOB DESCRIPTION:**  
**Upper Elementary Intern/Co-teacher**



**Woodinville Montessori School**  
a nonprofit organization

**SUMMARY:**

This position is a full-time intern in an Upper Elementary classroom of students, 4<sup>th</sup> to 6<sup>th</sup> grade. The primary responsibility is to learn from and teach in partnership with mentor Montessori teacher. As an Intern, you will gradually be given opportunities and responsibilities to meet your training requirements and develop the competencies needed for effective teaching.

All faculty need to be committed to fulfilling Woodinville Montessori School's mission and vision. To achieve the school mission of educating and guiding students toward their optimal intellectual, emotional, social, physical, ethical, and spiritual development, the teaching staff at Woodinville Montessori agrees to fulfill the roles and responsibilities outlined below, including but not limited to, chaperoning overnight field trips, and other duties that are listed below. All faculty need to follow Montessori philosophy and help students achieve their potential.

<b>CALENDAR / FTE:</b> Academic Year / 1.0	<b>STATUS:</b> Exempt / Salaried	<b>COMPENSATION:</b> \$45,000 - \$60,000 – Benefit Eligible
<b>DEPARTMENT/LEVEL:</b> Upper Elementary / Faculty	<b>REPORTS TO:</b> Program Director	<b>DATE:</b> August 2024

**DUTIES:**

The paramount duty of a teacher in a Montessori classroom is to educate and guide students toward their optimal intellectual, emotional, social, physical, ethical, and spiritual development in an in-person or remote classroom. Other duties include but are not limited to:

**Teaching and Overall Faculty Responsibilities:**

- Communicate with your students in a manner that is nurturing, respectful and considers their varied learning styles, abilities, and modalities.
- Plan and present Montessori lessons as directed by mentor teacher.
- Correct student work and give feedback promptly.
- Connect with students and monitor their social emotional health and academic progress.
- Respect and maintain confidentiality regarding school or staff issues.
- Follow all Woodinville Montessori School policies, procedures and ground rules as laid out in the Employee and Parent Handbooks.
- Write comprehensive narrative Progress Reports at the end of each semester.
- Maintain accurate, up to date records for your students' lessons, work, progress, and assignments.
- In collaboration with your level team, submit a yearlong curriculum plan to your Program Director.
- Follow Maria Montessori's teachings on preparation of the teacher that includes emotional regulation and self-reflection.
- Create a prepared environment for students, appropriate for their developmental level.

**Professionalism:**

- Be punctual and let supervisor know if you are leaving campus other than for lunch.
- Maintain a clean, professional appearance.
- Maintain a high level of organization to manage all facets of your responsibilities.
- Support school events by participation in planning, by attendance and by encouraging families and children to attend.
- Document all parent meetings, accidents, incidents, and behavior as directed in the Employee Handbook.
- Maintain an up-to-date professional development record.

**Communication:**

- Treat families as your equal partners in the teaching process by:
  - sharing and soliciting information formally (initial conference, fall and midwinter conference, midwinter and spring reports).

- contributing to classroom communications.
- connecting informally via phone call, notes, email, additional conferences, casual conversation.
- Continually build families' trust in you and give them reason to be glad that **their** child is in **your** classroom.
- Share information about a specific area of concern using written communication with your Program Director and Head of School before relaying it to families. Copy your supervisor and/or Head of School and keep a copy for your records.
- Notify your Program Director or the Head of School via phone, email, note or visit regarding any issue that needs attention, assistance, and advice or is a potential problem the day it happens.
- Inform team members, administrative staff, assistant and interns and others at the school of activities in your classroom.

**Collaboration:**

- Participate in problem solving, decision-making and planning for the whole school, level, and your classroom. This involves working with task teams, and other groups as necessary.
- Contribute ideas and opinions on curriculum, students, families, programs, and professional issues to group discussions.
- Exhibit a flexible approach and positive attitude to all.
- Participate in evaluation of the school and ongoing programs.

**Attend:**

*based on program needs and not limited to:*

- Admissions and Advancement events.
- Faculty and Task team meetings.
- Family Information nights.
- Picnics and potlucks.

**Chaperone:**

- Field trips, including overnight trips that are typically 3-5 days long.

**EDUCATION/CERTIFICATION REQUIREMENTS:**

- Bachelor's or Master's Degree from an accredited college or university
- AMS or AMI Secondary Teacher Credential or plan to work towards
- Professional Development record up to date in AMS record
- Infant/Child & Adult CPR
- First Aid
- HIV/Blood-borne Pathogens

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- One or more consecutive years of working with children in a group setting.

**KEY PERFORMANCE CHARACTERISTICS:**

- Demonstrate passion for teaching.
- Demonstrate empathy, patience, and respect.
- Ability to model appropriate behavior.
- Ability to write proficiently and speak in public.
- Collaboration with team and families.
- Demonstrate a high level of organization and attention to detail.

**WORKING CONDITIONS:**

- Must remain flexible to meet the immediate needs of students, staff, and school.
- Is required to handle multiple tasks simultaneously and be able to prioritize.
- May experience frequent interruptions.
- May work outside in all weather conditions.

**Physical demands:**

- Ability to move around the classroom consistently for up to three hours.

- Ability to go for a walk with children at a moderate pace for an extended period of time.
- Be able to get down on the floor.
- Walk and run after children on a playground or as needed.
- Demonstrate range of motion as needed to fulfill your job.
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities, to determine the accuracy, neatness, and thoroughness of the work assigned, and to monitor the environment and children's well-being.
- Able to fully participate in activities.

**Mental and emotional demands:**

- Focus on students and their safety as the highest priority.
- Ability to tolerate occasionally noisy and busy children.
- Communicate with colleagues and families under challenging circumstances.
- Coordinate with coworkers, verbally and nonverbally.
- Display a positive attitude.

**OFFICE AND SOFTWARE SKILLS:**

- Technology proficiency including Office applications, Email, and Internet.
- Proficient skills in Seesaw or willingness to learn.

**UPON HIRE:**

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nationwide criminal history check, which requires the employee to provide fingerprints. Must provide documentation of a current, within the last 12 months of a negative FDA-approved TB test by a licensed health care professional.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics, and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_