

## EARLY CHILDHOOD TEACHER

*Updated: 3/6/2025*

This full-time lead teacher in an Early Childhood classroom (2-1/2 to 6 years of age) will provide supervision over the classroom community with keen awareness of all aspects on the classroom while also paying attention to individual and small group needs. The teacher will follow the Montessori pedagogy to ensure that students have a safe environment to support their physical, emotional and academic growth and development. In collaboration with colleagues, all faculty members are committed to fulfilling Woodinville Montessori School's mission and vision.

### Responsibilities:

#### Teaching and Overall Faculty Responsibilities

- Create a prepared environment appropriate for students' developmental levels.
- Communicate with students in a nurturing, respectful manner, considering their varied learning styles and abilities.
- Plan and present Montessori lessons.
- Assess student work and provide prompt feedback.
- Monitor students' safety and social-emotional health.
- Maintain accurate records and observational notes of students' lessons and overall progress.
- Complete progress reports including a comprehensive narrative at the end of each semester.
- Communicate and meet with families as needed in addition to scheduled conferences.
- Collaborate with your level team to submit a yearlong curriculum plan.

#### Professionalism

- Follow all school policies, procedures, and DCYF licensing requirements.
- Stay organized to manage all responsibilities.
- Document all family meetings, accidents, incidents, and behavior as directed.
- Maintain confidentiality regarding school or staff issues.
- Maintain a clean, professional appearance.
- Be punctual throughout the day.
- Support school events through planning, attendance, and encouraging family participation.

#### Communication

- Build trust with families and maintain two-way communication.
- Respond promptly to requests from your supervisor and administrators.
- Communicate concerns to your supervisor in a timely manner.

#### Collaboration

- Participate and engage in problem-solving, decision-making, and planning for your classroom, program level, and school.
- Attend weekly meetings and training(s) as needed.
- Attend school events, which may include some evenings or weekends.
- Participate in school accreditations.

#### Chaperone

- Kindergarten field trips.

### Required Knowledge, Skills & Abilities:

#### Education/Certification Requirements

- Bachelor's or Master's Degree from an accredited college or university.

- AMS or MACTE approved Early Childhood Teacher Credential is required.
- Up-to-date professional development record in MERIT registry and in AMS.
- Infant/Child & Adult CPR, First Aid, HIV/Blood-borne Pathogens certifications, Food Worker Card.
- DCYF Portable Background check.

### **Skills and Experience Requirements**

- Three or more consecutive years of teaching experience preferred.
- Proficiency in Office applications.
- Familiarity with Seesaw and Blackbaud or willingness to learn.

### **Essence of the Job:**

#### **Essential Functions**

- Passion for teaching
- Empathy, patience, and respect
- Exhibit a positive attitude
- Ability to model appropriate behavior
- Excellent communication and interpersonal skills
- Collaboration with team and families
- High level of organization and attention to detail
- Flexibility, creativity, and a willingness to take initiative
- Ability to receive feedback with a growth mindset.
- Ability to handle multiple tasks and prioritize

#### **Work Environment**

- This job operates in a professional school environment.
- Work is performed both inside and outside in all weather conditions.
- Physical demands: occasionally lift and maneuver up to 50 pounds, ability to stand, walk, and sit for extended periods, frequent bending, kneeling, and crouching to engage with students at their level, ability to move around the classroom and school campus to supervise and assist students.
- 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.
- Mental and emotional demands: typical classroom sound, frequent interruptions, remain calm and composed when unexpected circumstances arise.

#### **Upon Hire**

- Complete an Employment Eligibility Form and submit documentation for review.
- Pass a nationwide criminal history check.
- Provide documentation of a negative FDA-approved TB test within the last 12 months.

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<b>Job Classification:</b>	Faculty	<b>Supervisor:</b>	Toddler & Early Childhood Program Director
<b>Employment Status:</b>	Full-Time, Exempt	<b>Schedule:</b>	10 Month Employee, Days
<b>Compensation:</b>	\$59,000 - \$75,000 annualized	<b>Start Date:</b>	August 19, 2025

### **Acknowledgment:**

I have read this Job Description and 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 \_\_\_\_\_

*This document is intended to provide guidelines for job expectations and the employee's ability to perform the work associated with the position. It is not intended to be construed as an exhaustive list of all job duties and additional functions / requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position as the School may deem appropriate.*