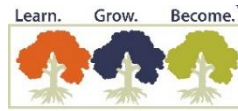


**JOB DESCRIPTION:
Elementary PE Instructor**



Woodinville Montessori School
a nonprofit organization

SUMMARY:

This position is a part time specialist in the Elementary program of students, 1st to 6th grade. The teacher will provide engaging physical education curriculum and instruction, including games and fitness to students, with keen awareness of the functioning of the whole while also paying attention to individual and small group needs. Throughout the school year, the teacher will work with the Elementary teaching teams, and Program Directors to ensure that students are building a cohesive community.

To achieve the school mission, the teaching staff at Woodinville Montessori agrees to fulfill the following roles and responsibilities All faculty need to follow Montessori philosophy and meet every child for who, what and where they are. Montessori education seeks to find the unique path for each individual, not to force the individual into a predetermined path.

CALENDAR / FTE: Academic Year / 0.23	STATUS: Exempt / Salary	COMPENSATION: DOE
DEPARTMENT/LEVEL: Program / Specialist	REPORTS TO: Directors of Elementary Programs	DATE: October 2021

DUTIES:

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

- Provide PE games and fitness instruction including rules and culture to Elementary students
- Supervise students at all times
- Track student attendance, performance, and participation
- Provide written expectations about participation, behavior and responsibilities to students and families
- Communicate with students and classroom teachers regarding participation or behavior
- Brief monthly written communications to be included in classroom newsletters or updates regarding curriculum and activities for the month
- Keep classroom teachers informed as to progress of students and topics introduced
- Utilize positive and effective classroom/group management skills
- Design and follow a written lesson plan to support the curriculum
- Provide a master for any new materials and a lesson plan for activities developed
- Account for all school equipment when in use for lessons
- Provide basic medical treatment for non-life threatening injuries and follow school documentation procedures Oversee safety and well-being of students

EDUCATION/CERTIFICATION REQUIREMENTS:

- Experience teaching PE to elementary aged students
- Undergraduate Degree and/or equivalent experience or professional training, preferably in education related field
- Infant/Child & Adult CPR
- First Aid
- HIV/Blood-borne Pathogens

SKILLS AND EXPERIENCE REQUIREMENTS:

- Knowledgeable about elementary PE curriculum/goals
- Previous experience working with elementary students in an educational setting
- Experience with Montessori methods, or a willingness to learn
- Demonstrated commitment to education and well-being of all children

KEY PERFORMANCE CHARACTERISTICS:

- Attuned to variations in learning style of individual students and willing to adapt to them
- Demonstrated enjoyment and understanding of children
- Demonstrated ability to write proficiently, speak in public and work with adults
- Ability to work successfully in a collaborative team relationship
- Demonstrated ability to create and maintain collaborative working relationship with parents and students
- Work with children in a warm, patient, calm, respectful and confident manner
- Be organized, attentive to details, able to multi-task, and a careful observer
- Maintain confidentiality
- Maintain a calm demeanor in a busy, highly flexible environment
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Achieve and maintain positive relationships with students, staff and parents
- Use tact, courtesy and good judgment
- Model and monitor appropriate student behaviors and communication skills
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

WORKING CONDITIONS:

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

Physical demands:

- Stand for at least 3 hours
- Go on a walk with students at a fairly rigorous pace for at least one (1) hour
- Sit on the floor and get up quickly
- Demonstrate full range of motion to kneel, stoop, bend, twist, crouch, crawl, reach up high
- Climb and balance
- Walk and run after students on a playground or as needed
- May lift, move, or hold children with a range of weight from 10 to 50 pounds, frequently. (Occasionally, lift, move, or hold weight more than 50 pounds)
- Is 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.).
- Receives the nature of sounds at normal speaking levels with or without correction, having the ability to receive detailed information through oral communication, and making fine discriminations in sound
- Has visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, to make general observations of facilities or structures, and to safely supervise students
- Is able to fully participate in activities

Mental and emotional demands:

- Focuses on the students and their safety as the highest priority at all times
- Is able to tolerate noisy and busy children
- Communicates with colleagues and parents under stressful conditions
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

OFFICE AND SOFTWARE SKILLS:

- Technology proficient including Office Suite, Email, and Internet
- Proficient skills in Canvas Instructure, Seesaw, and Zoom

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 nation-wide criminal history check, which requires the employee to provide fingerprints.

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 _____