



## **Lead Children's House Teacher**

The Montessori School of Northampton is seeking a qualified, passionate Lead Children's House teacher for the 2026-2027 school year.

The role of the Lead Teacher is to nurture the students and manage all activities of the classroom while upholding the mission of the Montessori School of Northampton. The teacher should work collaboratively and enthusiastically with their team, colleagues, administrators, and parents.

**Hours:** 40 hours /week; 10 months/year; salaried position

**Salary Range:** \$40,000 - \$60,000, commensurate with experience and qualifications

**Benefits:** Health (with employer contribution), dental and vision insurance; generous PTO; 401(k); FSA; HRA; Life and long-term disability insurance; tuition remission; professional development opportunities; parental leave and short-term disability via the MA PFML program

### **Areas of responsibility include:**

#### **Classroom:**

- Maintains congruence between the Montessori School of Northampton's mission statement and all classroom activities
- Is aware of the educational, physical, social, and psychological needs of the children in the program level and to work towards meeting these needs
- Prepares the classroom environment and maintains order and cleanliness
- Provides for the safety and well being of students at all times
- Stimulates thinking in individual, small group, and large group lessons
- Meets regularly with and fully utilizes the Learning Specialist
- Communicates regularly with all other in-school programs in which a student is involved; such as Early Bird, After School, and arts and language programs
- Observes, assesses, plans, and facilitates student learning
- Maintains complete academic records on all students
- Maintains complete instructional records including scope and sequence and lesson plans
- Maintains a classroom inventory and requests new and replacement materials when appropriate
- Participates in management of field trips, including responsibility for bringing emergency information and medical supplies
- Educates the assistant teacher about their role, proper etiquette and the proper line communication with parents



- Develops a well thought-out and recorded plan for the classroom as a whole as well as for each individual student
- Records and reports classroom attendance

#### **Parent Communication:**

- Participates in program level parent orientation/education events.
- Communicates effectively with parents including publishing classroom newsletters
- Completes, in a timely fashion, appropriate and informative student evaluations annually or semi-annually, as determined by level
- Conducts two parent conferences annually for each student
- Facilitates classroom wide work shares and other parent educational opportunities
- Communicates during school hours, via phone, email, or Parent Square to families regarding student concerns
- Responds to parent concerns within 24 hours
- Accepts responsibility as mandated reporters of the emotional, physical and social health and well being of students. Teachers are responsible for filling out incident/accident reports and bringing concerns of abuse/neglect to the Head of School.

#### **Community (school responsibilities outside the classroom):**

- Works productively with the other teachers in order to ensure consistency of program and to exchange information and ideas regarding the total school program
- Works productively with specialists in order to ensure integration of the program and to exchange information and ideas regarding the total school program
- Attends regularly scheduled program level meetings, faculty/staff meetings, and professional development days
- Strives for unity, harmony, and cooperation
- Actively promotes retention of students within the program level and from one level to the next
- Is an ambassador and advocate for all program levels
- Publicizes the activities and endeavors of the program level within the school community

#### **Professional:**

- Models appropriate and ethical behavior
- Engages in self-evaluation, professional growth, scholarship, and effective training
- Maintains professionalism, dresses appropriately, is on time for work, and uses and tracks PTO appropriately.
- Supports the school and its leadership
- Supervises and evaluates the performance of the classroom assistant with the goal of providing positive formative professional development

#### **Staff-Wide General Responsibilities:**



- Performs tasks necessary to maintain a clean, orderly and attractive Montessori environment.
- Maintains a nurturing, warm, objective attitude toward all children.
- Maintains respectful communications with all children and parents
- Models professional, appropriate and ethical behavior; respects student confidentiality, works respectfully with parents, cooperates with staff members, works out differences in a mature and reasonable manner and communicates unresolved issues to the Head of School
- Meets with Head of School as scheduled and additionally to solve problems as necessary, as they may relate to relations with school, families, staff or staff member's performances.
- Participates in the annual evaluation process, including review of job description, goal setting and performance review with the Head of School.
- Models lifelong learning; engages in self-evaluation, professional growth, scholarship, and effective training; meets professional development goals as set with supervisor.
- Manages e-mail and voice mail in line with school-wide expectations
- Upholds and follows all school policies
- Is familiar with and promotes the school's Mission Statement and Harmony agreement
- Attends school events as requested by the Head of School
- Performs other duties as requested by the Head of School

**A successful candidate must possess:**

- A Montessori Early Childhood (3-6) credential
- A Bachelor's degree
- A Massachusetts DEEC teacher or lead teacher certification
- At least 3 years of experience in a Montessori classroom

Please send a letter of interest, resume, and 3 references.

*The Montessori School of Northampton is an equal opportunity employer. MSN is committed to selecting faculty and staff without regard to race, color, religious creed, ethnicity, sex, gender identity, genetic information, national origin or ancestry, age, handicap or disability, sexual orientation, marital status, veteran status or any other status protected by applicable law. This policy applies to all personnel actions and conditions of employment, including recruitment, hiring, training and promotion.*

*MSN makes every effort to provide reasonable accommodations to qualified applicants or employees with disabilities of which we are aware. Broad diversity is essential to fostering an inclusive climate and central to MSN's goals of achieving excellence in all areas.*