

<b>Job Title:</b>	Montessori Teacher	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Principal	<b>Pay Grade:</b>	TBA
<b>Dept/School:</b>	Assigned Campus	<b>Date Revised:</b>	March 8, 2024

### **Primary Purpose**

Interact effectively with each component of the educational setting to respond to the unique needs of each student. Work to provide standards-based, data-driven, differentiated instruction that engages students. Create a safe and supportive learning environment to maximize student learning and independence. Deliver rigorous instruction to students to promote intellectual, social, and physical growth and provides students with appropriate learning activities and experiences aligned to the Montessori education philosophy. Present subject matter according to guidelines established by Texas Education Agency, Board of Trustee policies, and administrative regulations.

### **Qualifications**

#### **Education/Certification**

- Bachelor's Degree from accredited university
- Valid Texas Teaching certificate with required endorsements
- Montessori certified from accredited Montessori training program with required endorsements, or
- One (1) of the above certificates with enrollment in an accredited training program of the second program, with completion of both programs within two (2 ) years of date of hire

#### **Special Knowledge/Skills**

- Excellent instructional planning and professional learning skills
- Strong organizational, collaborative, and interpersonal skills
- Knowledge of approaches to student observation, assessment, and data to inform continuous improvement
- Knowledge of Texas state curriculum standards
- Demonstrated general knowledge of curriculum and instruction.
- Ability to establish efficient classroom management procedures
- Knowledge of and commitment to the Montessori Education Philosophy

#### **Experience**

Student teaching, approved internship, or related experience

### **Major Responsibilities and Duties**

#### **Instructional Planning and Delivery**

1. Implement the El Paso Independent School District Montessori curriculum for the grade(s) or subject(s) assigned.
2. Establish and maintain a Montessori culture, model grace and courtesy, and encourage student independence.
3. Design clear, well-organized, sequential lessons that build on students' prior knowledge, reflect best practice, align with State curriculum standards and Montessori materials, and are appropriate for diverse learners.
4. Provide opportunities for enrichment as well as differentiations and project-based learning to provide for collaboration, creative thinking, and extended interaction among students.
5. Create developmentally appropriate, standards-driven student activities and tasks that reflect evidence-based best practices in Montessori instruction.
6. Communicate clearly and accurately; observe and engage students in a manner that encourages students' persistence and best efforts.
7. Promote complex, higher-order thinking, leading class discussions and activities that provide opportunities for deeper learning.
8. Ensure student understanding by consistently monitoring, giving immediate feedback, and making lesson adjustments as appropriate.

9. Work in partnership with principal, colleagues, counselor, and other support staff to identify and solve problems related to his/her students.
10. Assess and document student mastery of curriculum objectives and student progress using frequent, appropriate, on-going, and multiple assessment tools; employs interventions and formal/informal assessment procedures, including standardized tests, formative assessments, performance tasks, enrichments, and observations.

#### **Knowledge of Students & Student Learning**

11. Reinforce and demonstrate the belief that all students have the potential to achieve at high levels; support all students in their pursuit of social-emotional learning and academic success.
12. Acquire, analyze, and use background information (such as familial, cultural, educational, linguistic, and developmental characteristics) to engage students in the learning process.
13. Facilitate each student's learning by employing evidence-based practices and concepts related to learning and social-emotional development.

#### **Content Knowledge & Expertise**

14. Understand the major concepts, key themes, multiple perspectives, assumptions, processes of inquiry, structure, and real-world applications of assigned grade-level and subject-area content.
15. Design and execute quality lessons that are consistent with the concepts of assigned discipline; aligns to state standards, demonstrates content expertise, and adheres to Montessori methodology.
16. Demonstrate content-specific pedagogy that meets the needs of diverse learners using engaging instructional materials to connect prior content knowledge to new learning.

#### **Learning Environment**

17. Create a mutually respectful, collaborative, and safe community of learners by using knowledge of students' development and backgrounds.
18. Organize the classroom in a safe and accessible manner that maximizes independent learning.
19. Establish, implement, and communicate consistent routines for effective classroom management, including clear expectations and positive reinforcement of student behavior.
20. Lead and maintain the classroom where students are actively engaged in learning as indicated by their level of motivation and on-task behavior
21. Provide meaningful opportunities for students to participate in Montessori Practical Life activities, to build skills utilized in the real world, the community, and everyday life.

#### **Data-Driven Practice**

22. Implement both formal and informal methods of measuring student progress.
23. Set individual student and small group learning goals for students by using preliminary screener and/or diagnostic data.
24. Communicate goals with students and families to ensure mutual understanding of expectations.
25. Collect, review, and analyze data to monitor student progress on a regular basis.
26. Access collected data to analyze and inform instructional strategies; adjusts short- and long-term plans accordingly.

#### **Professional Practices & Responsibilities**

27. Participate in professional learning activities to improve job-related skills.
28. Reflect on teaching practice to improve instructional effectiveness; engages in continuous professional learning to gain knowledge/skills to refine professional judgement.
29. Collaborate with colleagues and exhibit self-awareness in interpersonal interactions.
30. Invite constructive feedback from peers and administrators.
31. Seeks out opportunities to lead students, other educators, and community members within and beyond the classroom.
32. Model ethical and respectful behavior; demonstrates integrity in all situations.
33. Seek, accept, and respond to coaching and feedback from principal, support staff, and peers.

#### **Shared Responsibilities**

34. Uphold and enforce school rules, administrative regulations, and Board policy.
35. Compile and maintain accurate and efficient record-keeping of official attendance records, skills reports, student files, documentation of state and local assessment preparation, and other appropriate documents.

- 36. Keep informed of and comply with state, district and school regulations and policies for classroom teachers.
- 37. Engage parents and families in the academic and behavioral progress of their child by initiating parent conferences and providing opportunities for parents to continually support student learning and school programs.
- 38. Participate in faculty and committee meetings, as well as school events during and outside regular school hours as required.

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling. Move textbooks, media equipment, desks, and other classroom or adaptive equipment. Follow district safety protocols and emergency procedures.

**Terms of Employment**

187, 190, 203, or 221 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.