

## **Lead Teacher/Guide Job Description**

Mountain City Public Montessori is a tuition-free public Montessori Charter school for children in grades kindergarten through 6th grade in Asheville, North Carolina. We will grow in years two and three to add an Adolescent program. Our mission is to provide equitable access to a high-quality, relevant Montessori education to meet the needs of all students and to strengthen our community. An integral part of our mission as an organization is to operate with a lens of diversity, equity, inclusion, and belonging.

Our organizational structure is one of shared leadership that gives our staff the support they need to provide the best learning environment and experience for the students, and allows each individual to focus their attention, energy, and skills on what they do best. Shared leadership enables the school to draw on a larger pool of talent, wisdom, expertise, and experience beyond a single administrator, and nurtures the development of leadership experience and skills within the school, thereby cultivating the next generation of leaders.

We are seeking dedicated and innovative Lead Guides to join the founding team at Mountain City Public Montessori. Guides' responsibilities include delivering high-quality lessons, assessing and supporting children's individual needs and growth potential, record keeping, and communicating with families regularly. Guides inspire a love for learning in children and create nurturing, engaging classrooms where every child feels included. Candidates must be interested in continually improving their teaching craft, and welcome coaching and support.

### **Minimum Requirements**

- Bachelor's degree
- AMI/AMS diploma in related age group or willingness to complete Montessori training
- Two or more years of classroom teaching and management experience in a public school and/or Montessori environment
- North Carolina teaching license or willingness to complete North Carolina Residency License

## **Responsibilities**

### Guiding (Leads in these areas)

- Prepares children and families for success with shared procedures and Grace & Courtesy
- Creates and keep a schedule of lessons to reach every child at least 4x/week
- Plans and presents lessons according to a collaboratively developed Montessori curriculum
- Records lesson plans, presentations, and observations in shared platform
- Gives diagnostic lessons and assessments to identify children's skills in math, literacy, and writing in first 3 weeks
- Evaluates children's academic progress by reviewing data from platforms and assessments
- Plans additional skill-based lessons based on evaluation of children's progress
- Identifies Key Children in need of further support
- Collaborates with families to implement Action Plans for children in Child Study
- Communicates with every family regularly

### Teaming (Collaborates in these ways)

- Holds team check-in with assistant teacher at least weekly
- Creates written notes of meetings, accessible by Coach
- Participates in co-teacher meetings, team and school-wide planning and professional development
- Collaborates with team to implement shared curriculum
- Leads classroom family communication and meetings
- Participates in Child Study & Curriculum Talk meetings
- Holds conferences with families according to school schedule
- Responds to colleagues and families within 24 hours M-F
- Co-plans with Exceptional Children's Educators to align instruction and support children's growth
- Participate in MCPM's Teacher Directorate, with an opportunity to serve on the school's Advisory Council

### Growing (Commits to these professional development opportunities)

- Reflects with the Montessori Coach in regularly scheduled meetings at least weekly

- Sets goals for improving practice weekly
- Co-creates annual professional growth goals with the Montessori Coach and Curriculum Director
- Gives and receives written evaluation feedback at least once yearly
- Sends surveys to families and analyzes data to identify at least one change to your practice
- Pursues opportunities for professional growth annually
- Offers coaching/PD to others on your team

### **Qualifications**

- Ability to generate weekly lesson plans that align with MCPM Curriculum Map
- Maintain record keeping to track student progress
- Willingness to follow Child Study Protocol (a Montessori-based Response to Intervention tool) and partner with Exceptional Children's Educator to implement classroom-based IEP requirements
- Values service to all children, regardless of background or needs, in an inclusive and supportive setting
- Ability to build meaningful relationships with students, parents, and staff

### **Compensation & Benefits**

Mountain City Public Montessori's compensation philosophy is to pay competitively as compared to the surrounding LEAs to ensure the ability of our staff to live and thrive in our community. The hiring salary range for this role is determined by years of experience and qualifications. Mountain City Public Montessori is committed to internal pay equity throughout our organization. We offer a competitive benefits package with comprehensive health benefits utilizing the state health plan. All staff members are equipped with the tools needed to succeed, including relevant and quality professional development, laptop computer, email, and all necessary supplies.

- Salary offer is commensurate with professional experience and higher than the local school districts
- Priority enrollment for staff children
- Participate in the North Carolina State Teacher Health Insurance Plan
- Retirement planning with School Match Program

- Paid time off
- Paid professional development opportunities

#### Additional Information

Equal Employment Opportunity: Mountain City Public Montessori provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. All your information will be kept confidential according to EEO guidelines.

#### **Primary Guide Description**

The Primary Teacher/Guide leads a 3-6 year old mixed-age learning community using the Montessori method in the prepared classroom environment. Guides also ensure that Kindergarten students are meeting North Carolina Standards within the Montessori framework. Primary Guides meet weekly with the Montessori Coach for ongoing support and coaching.

Our Primary classrooms operate in partnership with Little Grove Preschool. Primary Guides will serve as employees of both schools in one combined classroom, to serve students ages 3-6.

#### **Lower Elementary Guide Description**

The Lower Elementary Teacher/Guide leads a 6-9 year old mixed-age learning community using the Montessori method in the prepared classroom environment. Guides also ensure that students are meeting North Carolina Standards within the Montessori framework. Elementary

Guides meet weekly with the Montessori Coach for ongoing support and coaching.

### **Upper Elementary Guide Description**

The Upper Elementary Teacher/ Guide leads a 9-12 year old mixed-age learning community using the Montessori method in the prepared classroom environment. Guides also ensure that students are meeting North Carolina Standards within the Montessori framework. Elementary Guides meet weekly with Instructional Coach for ongoing support and coaching.

### **Application Process**

Interested applicants may submit a CV, two letters of recommendation, and a cover letter.