



*Using the Montessori Method to close the opportunity gap while fostering a lifetime love of learning and cultivating independence among DC school children.*

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## Elementary Teacher Position Description

### About Lee Montessori Public Charter School

Lee Montessori PCS is a newly approved public charter school in Northeast Washington, DC that will open its doors to its first class of students in the Fall of 2014. Our mission is to foster a lifetime love of learning and cultivate independence among DC schoolchildren. Our school will use the student-centered Montessori Method, an evidence-based approach to closing the opportunity gap. Lee Montessori PCS will create a peaceful, multi-age learning environment for public preschool and elementary-aged children that foster the physical, social, emotional, and academic growth and development of students and produces life-long learners. The school social and academic culture will follow the rigorous standards for excellence as set forth by the Association Montessori Internationale (AMI).

### Elementary Teacher Position Description

Under the direction of the Head of School and the Principal, the Elementary Teacher will lead a lower elementary classroom. For the 2014-15 School Year, the class will consist of 10 first grade students. In subsequent years, class size will grow to serve a full, approximately 30-student lower elementary classroom by 2016. The Elementary Teacher will be responsible for presenting the elementary curriculum to students, participating in parent education and conferences, record-keeping, and assessment.

### Major Duties and Responsibilities

#### Curriculum, Materials, and Classroom Management

1. Presenting consistent and individual group lessons to the students and supporting each child's direction and success.
2. Meeting regularly with students to work with them in assessing their own success and facilitating an individual path of progress.
3. Working with students of varying abilities assigned to the classroom, including those with learning exceptionalities, as well as attending meetings to support children who require it.
4. Preparing the Montessori classroom environment to meet the students' needs and interests.

#### Parent Education, Meetings, and Conferences

1. Assisting in the development of and participates in school functions, including but not limited to open houses, orientation meetings, parent education, and school-wide activities.
2. Preparing documents and reports necessary to facilitate parent teacher conferences or other meetings requested by parents or school administration.

#### Record-Keeping and Data Assessment

1. Maintaining student records, reports, evaluations, inventories, and tests.
2. Completing all progress monitoring and benchmark assessments on time as scheduled by administration.
3. Participating in all assessment-related trainings.
4. Preparing student progress reports and assessment reports as required by administration.
5. Coordinating with before- and after-school staff to ensure appropriate, personalized, and consistent out-of-school time services.

### Requirements

- Have a firm commitment to upholding the school's mission.
- Possess AMI elementary certification in addition to at a minimum, a Bachelor's degree.
- Have at least 3 years classroom experience, preferably in a public or urban setting.
- Demonstrate a willingness and ability to integrate data and assessment with traditional Montessori curriculum in order to close the achievement gap for our students.

### Compensation and Benefits

Lee Montessori PCS offers an extremely competitive compensation and benefits package.

### How to apply



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Please apply immediately, as applications are accepted and roles are filled on a rolling basis. Applications and resumes are reviewed on a daily basis. All interested applicants should send a cover letter and resume to [Careers@LeeMontessori.org](mailto:Careers@LeeMontessori.org). For more information, please visit [www.LeeMontessori.org](http://www.LeeMontessori.org).