



## Washington Montessori Public Charter School

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Washington, NC 27889  
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[www.wmpcs.org](http://www.wmpcs.org)

### **GUIDE (CH, LE, UE, SEC I, SEC II, ENCORE, EC)**

Employees in this job function as professional school teachers, completing a variety of assignments to provide elementary or secondary education.

### **JOB DESCRIPTION**

The guide at WMPCS performs a full range of professional teaching assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available but may require adaptation or interpretation to determine appropriate courses of action.

### **JOB DUTIES**

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

- Understands and models for a whole child/student environment.
- Works in a solutions-based/problem-solving environment.
- Models Montessori behaviors at all times with students, coworkers and parents.
- Assists Directors in the coordination within level and with other levels to meet the objectives of the school.
- Observes classrooms as needed to assist in the coordination and standardization of level objectives.
- Works independently with little supervision ensuring the implementation and execution of Montessori pedagogy and classroom and level management.
- Works with Directress of Academics and Education in implementing curriculum changes and ensuring that the Montessori pedagogy is being adhered to.
- Ensures the welfare, safety and educational achievements of students using the designated Montessori curriculum.
- Performs tasks necessary to maintaining a clean, orderly, and uncluttered Montessori environment.
- Completes and maintains all reports, attendance, evaluations, inventories and student records in a timely manner.
- Coordinates with other teachers in the level and other programs to ensure the curriculum is consistent throughout the level and programs of the school.
- Prepares lesson plans and presentation of academic subjects.
- Supplements the classroom with materials made from school funds
- Initiates and leads parent conferences and communication throughout the year.
- Maintains a parent contact log.
- Completes all paperwork and following procedures for identifying students with special needs (i.e. Screening Committee, School Based Committee, IEP meetings, etc.).

- Participates in the planning of curriculum direction with the Directress of Academics and Education.
- Participates in the planning and implementation of student outings, field trips, overnight trips and service opportunities as required by the level.
- Participates in school functions (i.e. faculty meetings, class and community meetings, Kidsfest, graduation, etc.).
- Attends workshops, conferences, and meetings as required.
- Checks and ensures compliance with all school policies including policies regarding behavior and dress code.
- Works with students with learning differences; plans for those students.
- Meets with the Directors, special education team, as necessary, to plan and problem solve
- Participates in staff discussion on individual cases.
- Oversees study groups, seminars and other classroom related activities as needed.
- Maintains records and prepares reports and correspondence related to the work.
- Counsels students on general behavior, citizenship, personal problems and vocational interests.
- Enforces rules and regulations of the school.
- Serves as a role model for students.
- Maintains records, files, and progress reports on students.
- Ensures the classroom, level, program and school is managed in accordance with the expectations as they relate to student jobs in an accurate and timely manner.
- Ensures report cards/progress reports are distributed in an accurate and timely manner.
- Secondary: maintains and ensures accuracy of all academic grades and reporting of the grades as required by the school and state.
- Secondary: maintains and ensures accuracy of classroom attendance in addition to PowerSchool attendance.
- Secondary: Oversees and guides the student business and fundraisers assigned to them.
- Ensures accurate reporting and management of all school funds including the classroom budget, field trip funds, level business funds and any other funds that are received by the classroom and /or level.
- Plans education schedules for students in accordance with their previous education, abilities, interests and needs.
- Directs helpers and tutors in instruction methods and the preparation of tools.
- Prepares lesson plans or inquiry guides, determines methods of presentation, and prepares student progress reports.
- Performs related work as assigned.

## **JOB QUALIFICATIONS**

### Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

- Is willing to be Montessori trained.
- Able to maintain a Montessori environment through classroom management.
- Able to evaluate the ability, progress, behavior, and attitudes of students.
- Able to maintain favorable public relations.
- Able to communicate effectively with others.
- Able to maintain records, and prepare reports and correspondence related to the work.
- Able to consistently maintain and monitor WMPCS policies and behavior expectations.
- Knowledgeable in techniques applicable in conducting classes for children and adults (parent education).

- Strives to understand the developmental needs of the student,
- Understands the importance of the prepared environment, and the role of the guide in fostering community and supporting the student in lifelong learning.
- Knowledgeable in subjects in the field of arts and sciences.
- Knowledgeable in the principles and practices of teaching.
- Able to prepare lesson plans, conducts classes, constructs progress reports, and interprets test results.
- Able to participate in overnight student trips as required.
- Able to operate a 15 passenger van for field trips associated with their class, level or program.
- Understands and able to adapt to changes on an ongoing basis as it relates to the operation of the school and or program.
- Able to formulate courses of study and select instruction aids.
- Knowledgeable in Montessori pedagogy, philosophy, texts, materials, supplies and equipment.

### **Education**

- Educational level typically acquired through completion of college. Holds a minimum of a bachelor's degree in a field of education or related field.

### **Experience**

- Three + years of experience in a Montessori classroom setting preferred.

### **Special Requirements, Licenses, and Certifications**

- Montessori Training Certification preferred