

**Job Title:** Montessori Lead Primary Teacher

**Written/Revised:** 1/1/2024

**School:** Saint Mary Catholic Church

**FLSA Code:** Exempt (Salary)

**Responsible to:** Program Director

## **I. JOB SUMMARY**

Supports St. Mary Principal in serving students as well as parents. Applicant must have the ability to guide/direct, monitor and supervise 3-6 year old children utilizing prescribed Montessori training and techniques. Continues afternoon Kindergarten work cycle for all day children.

Must fully embrace the teachings of the Catholic Church and have the ability to give examples, instruction, and guidance to students in the Catholic faith. Must be open to having Catechesis of the Good Shepherd Curriculum as part of their prepared environment, and either have the Level 1 certification or an assistant catechist in the prepared environment available for presentations with the children.

Maintain and foster positive and constructive interaction with students and parents. Ensure and assist with maintaining a safe and clean environment. Assist with other duties as needed: may include food preparation, answering the phone, responding to parent questions, and opening and closing the school. Transparent Classroom is used for record-keeping and regular parent communication. Participates in special events. Normal work hours are from 7:30-3:30 M-F; mid-August to the end of May.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures, and guidelines outlined in the School's policy and procedures manuals.

## **ESSENTIAL JOB RESPONSIBILITIES**

### **STUDENTS**

1. Consistently strive to meet all responsibilities of customer service, guiding and nurturing the development and learning of primary/elementary students.
2. Serve as an example of Christian maturity for students and communicate to them Catholic moral principles in all areas
3. Provide a prepared environment, offering and facilitating activity "transitions," observing the students constantly.
4. Use a daily schedule based on prescribed Montessori ideals. Function as a reference person and example for students.
5. Maintain ongoing knowledge of Montessori principles. Maintain needed skills to guide and direct primary/elementary students.
6. Maintain knowledge of local elementary expectations for kindergarten readiness, keeping these in mind while guiding the learning process.

### **PARENT RELATIONSHIPS**

1. Communicate Montessori philosophy to parents through verbal and written means.
2. Recognize and respect appropriate parent/student confidentiality.
3. Interact with parents in a positive, friendly manner.
4. Provide parent/student with regular communications and participate in semester Parent-Teacher conferences.

5. Participate in the student portion of parent tours, when possible.

### **CARE**

1. Maintain constant supervision of students in care; attend to students in distress. Supervise all activities to ensure proper participation and safety.
2. Use appropriate positive Montessori discipline techniques with students.
3. Interact with the students in a friendly and supportive manner using student's names with calm tone of voice.
4. Follow policy and procedures for all of the students' activities and follow all regulatory agency standards.
5. Report to the Director any signs of illness, injury or abuse of students. Take appropriate action in any emergency situation.
6. Maintain sanitary standards for self and students.
7. Maintain accurate attendance records of students.

### **OTHER STAFF DUTIES**

1. Support the Director in meeting the responsibilities of customer service.
2. Consistently and regularly attend work as scheduled.
3. Complete other duties as assigned by the Administrative Director or their designate.
4. Assist with facility clean-up and maintenance of student areas, both interior and exterior.
5. Attend scheduled Staff meetings, workshops, open houses, and parent events as requested.
6. Must work in any additional capacity as requested by the Administrative Director as needed in both short and long-term situations

### **ABILITIES AND SKILLS:**

#### **Special abilities the position requires:**

1. Work independently with minimal supervision
2. Flexible/adaptable to constant change
3. Strong tact and diplomacy; interacts with and works cooperatively with students, parents and Montessori staff
4. Ability to prioritize, organize and plan work under own initiative
5. Ability to communicate effectively, orally and in writing
6. Initiative to develop and maintain communication and build relationship with parents and others.

### **EXPOSURE TO:**

- Moderate hazards
- Childhood illnesses
- Heat/cold
- Noise

### **POSITION QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Lead Primary Montessori teachers must meet the following basic requirements:**

1. At least 1,040 hours of experience as an assistant teacher, aide, or student intern, preferably in a Montessori primary classroom
2. CPR/First Aid certification
3. Have the physical capacity to work with preschool/Kindergarten aged children.

4. Continued professional development (minimum 15 hours per school year).
5. Background checks and drug screening must be passed prior to beginning employment.

**Required:** Compliance with BCI&I background checks and completion of Protecting God's Children program.

**Education:** Diploma from Association Montessori Society AMI/AMS/NAMC program with a baccalaureate degree (or equivalent such as a pre-primary credential, primary diploma, or provisional certificate from the American Montessori Society)

**Experience:** A minimum of one year of prior experience in a classroom setting is required; Computer experience is preferred.

**Job-Related Skills:** Ability to communicate effectively and understand the Catholic perspective; ability to multi-task and establish priorities; high level of integrity and professionalism; Ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; light typing, filing, and proofreading skills, excellent communication skills and knowledge of office equipment. Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint).

**Interpersonal Skills:** The ability to work with others in a collaborative team environment.

**Language skills:** Ability to read and comprehend simple instructions, and write short correspondence, and memos. Ability to effectively communicate with customers, parents, and other visitors to the school.

**Mathematical Skills:** Ability to add, subtracts, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to use U.S. standards of currency and measurement.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Working Environment:** The ability to maintain all information highly confidential.

## V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

### **Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

## **ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

Employee understands that as an employee of a Catholic Institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

### **ADHERENCE TO CHURCH TEACHINGS**

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date

The following items marked with a “√” are the physical and mental job requirements that are **essential** for this position.

### **Physical**

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
  - √ Stairs
  - Ladders
  - Scaffoldings
  - √ Ramps
  - Poles
  - In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

### **Coordination**

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity
- √ Motor Coordination
- Driving

### **Mental**

- √ Alertness
- √ Precision
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Concentration

### **Interpersonal**

- √ Talking
- √ Persuasiveness
- √ Speaking Ability
- √ Handling People
- √ Judgment
- Bilingual
- √ Imagination
- √ Initiative
- √ Patience

### **Perception**

- √ Feeling
- √ Seeing
- √ Hearing
- √ Form Perception
- √ Clerical Perception
- √ Auditory (hearing) Discrimination
- √ Tactile (touch) Discrimination
- √ Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

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Principal's Signature

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Date