



Co-Lead Toddler Teacher

Clementine Montessori School – Fairmount, Philadelphia

Clementine Montessori is a small, welcoming school in Fairmount, Philadelphia. Our mission is to nurture a community of learning, kindness, and independence among our students. Guided by the philosophy of Dr. Maria Montessori, we create a safe, engaging, and inspired learning environment, celebrating the uniqueness of every child.

Position Overview

We're looking for a passionate Co-Lead Toddler Teacher team member to help facilitate our Toddler program. The ideal candidate will work closely with their classroom's co-lead teacher as well as the Clementine staff as a whole to create meaningful learning experiences, foster independence, and nurture each child's academic, social, and emotional growth in a safe, engaging, and supportive environment.

Skills and Qualifications

- Montessori Infant & Toddler Credential (birth - 3 years) from a MACTE accredited institution, or entering the internship year of Montessori training.
- A minimum of 3 years' experience teaching in a Montessori classroom.
- Experience communicating with families, both verbally and in writing.
- Is in alignment with Clementine's mission and vision statements.
- Master's Degree preferred.

Responsibilities

A. Planning, Preparation, and Instruction

- Use the Montessori curriculum and instructional practices to create materials and lessons that meet the needs of both the group and individual students.
- Follow the child by adapting instruction to meet the unique learning needs of each child, including children with identified special needs.
- Record observations and evidence of children's growth and development in Transparent Classroom on a daily or weekly basis.

- Interpret and use observations to inform instructional decisions for individual students.
- Empower children to take ownership of their learning, developing their individual interests through projects, independent studies, research, and/or independent work choices.
- Provide a classroom atmosphere where children work collaboratively and independently.
- Ask questions that support the development of critical, independent, and creative thinking.
- Allow time for reflection by children about their work and learning, both individually and with the group.

B. Classroom Environment and Management

- Prepare an environment in which the furnishings and materials correspond to the needs of the group and evolve with the needs of the group throughout the year.
- Maintain a clean, orderly, and attractive environment, including the care and maintenance of classroom materials and equipment.
- Create a safe, secure, learning environment by showing appreciation and respect for the individual differences and unique needs of each member of the learning community.
- Model and teach conflict resolution and problem solving strategies in the classroom.
- Be consistent and clear with logical consequences to help children to manage issues.
- Foster a classroom community that provides continuity in rules and expectations for behavior similar to those developed across all classrooms.
- Supervise children at all times during class in a proactive manner.

C. Communication

- Be responsive, respectful, and courteous in all communications in the school community.
- Communicate to others with a professional manner that supports an understanding of the school's program and develops positive relationships within the school community.

- Proactively address and communicate issues of concern to fellow teachers and Head of School including discipline concerns, family concerns, etc.
- Protect the privacy/confidentiality of each student and family in the school community.
- Establish a positive relationship with co-lead teacher and maintain regular communication with regard to a child's specific needs.
- Be available to communicate with parents throughout the school year to share and discuss any concerns in regard to their child's specific needs.
- Respond to parents, staff, and others seeking information in a timely manner.
- Communicate classroom happenings through the weekly classroom newsletters via MailChimp.
- Participate in parent education that helps nurture an understanding of classroom curriculum and philosophy.
- Complete Progress Reports and narratives twice a year in a timely manner and according to the school's schedule.

-

D. Professional Responsibility

- Assist in the development of and participate in school functions, including but not limited to Open Houses, Parent Education opportunities, and family events.
- Continually reflect on and refine classroom practice.
- Collaborate in professional growth with members of the school community.
- Read journals, books, articles to support your teaching in your classroom.
- Attend and contribute to meetings, discussion groups, committees, etc.
- Adhere to guidelines and policies as established in the employee handbook.
- Seek opportunities for professional growth and at a minimum obtain the annual professional development hours required by the PA Department of Human Services (12 hours).

Hours

This is a ten-month full time exempt position with full benefits. The daily hours are from 7:30AM to 3:30PM with forty-five minutes for lunch. Co-lead teachers report directly to the HoS.

Why Clementine?

At Clementine Montessori, you'll join a dedicated, close-knit community committed to nurturing each child's unique potential. As part of our supportive team, you'll have the opportunity to deepen your understanding of Montessori philosophy and pedagogy, collaborate with passionate educators, and make a meaningful impact on students' academic, social, and emotional growth in a safe, creative, and engaging environment.