



JOB TITLE: LOWER ELEMENTARY HEAD TEACHER

Kennebec Montessori School is announcing an opening for a Lower Elementary Head Teacher position for the 2023-2024 school year.

All Head Teachers at the Kennebec Montessori School must be certified through an accredited Montessori training program (AMS or AMI affiliated).

The Lower Elementary Head Teacher position is a full time job following an academic calendar. Estimated 37.5 hours per week (M-F, 8:00-4:00).

Duties and Responsibilities

- Attend and complete elementary teacher training
- Engage positively and professionally with staff and families, model behavior for children
- Prepare and maintain a peaceful and prepared environment to foster student directed learning
- Be responsible for the welfare, safety, and educational progress of students
- Give lessons to children and oversee the educational plan for each child
- Coordinate and collaborate with other Head Teachers to provide a cohesive learning community for students at KMS
- Plan regular field trips in order to enrich the classroom learning experience, including regular opportunities working outside in nature.
- Maintain accurate and up to date student records including attendance and academic progress in Transparent Classroom
- Prepare for and participate in parent conferences, trainings, meetings and communications throughout the school year
- Prepare materials to supplement the Montessori materials in the classroom
- Communicate with the Head of School all concerns regarding parents, children or other staff
- Read and adhere to the guidelines of the Staff Handbook
- Attend and participate in school functions, including monthly and weekly staff meetings, parent workshops, back to school night etc.
- Complete and document all required Professional Development and training to support KMS certifications and affiliations