

NOTRE DAME DE SION SCHOOL
POSITION PROFILE

POSITION TITLE: Petite Montessori Instructor

FLSA CLASSIFICATION: Exempt

REPORTS TO: Grade School Principal

QUALIFYING CHARACTERISTICS

- Knowledge and understanding of and commitment to the Sion mission.
- Bachelor's or Master's degree in Education or related subject matter preferred.
- Certification in Montessori curriculum for early education.
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills.
- Strong public speaking skills.
- Ability to interact professionally with students, parents, faculty and staff.
- Flexibility in working with a variety of faculty across the divisions on faculty committees.
- Strong ability to work collegially with the Division faculty and support team.
- Ability to set goals and accept professional feedback.
- Must demonstrate competency with school related technology.

ESSENTIAL JOB DUTIES

- Lead instruction for a preschool Montessori classroom consisting of eight students ranging in age from 2 to 3 years old.
- Collaborating with other Montessori teachers to horizontally and vertically align Sion's curriculum.
- Work and collaborate with PreK Montessori team to plan interdisciplinary projects and experiential learning.
- Employ effective classroom management techniques that are fair, just, age-appropriate and preserve the ego of the student.
- Facilitate homeroom (includes attendance, team building exercises, distribution/compiling of home folders, etc.).
- Demonstrate effective use and understanding of the Montessori method for instruction.
- Responsible for regular parent communication through email, appropriate digital classroom management systems, and parent/teacher conferences twice a year.
- Participate in the "life of the school" through service projects, Mass/prayer service, assemblies, community garden, admissions events, Sion Alliance events, mission related retreats and advancement events.
- Seek and take part in professional development to enhance classroom practice.
- Actively participate in weekly faculty development meetings and before school, after school, recess, and lunch duties.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Works in classroom environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Occasionally bend, stoop, and squat.

- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate controlled environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.

Notre Dame de Sion School is an Equal Opportunity Employer and is committed to diversity and inclusion (see Notre Dame de Sion Schools Statement on Diversity). We encourage all qualified candidates who aim to support our mission and actively participate in our diverse and inclusive community to apply.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

Please submit the following documents for consideration: cover letter, curriculum vitae or resume, statement of educational philosophy and list of references to Gina Moffitt, Director of Human Resources, by Monday, July 24, 2017.