



THE MONTESSORI

• A C A D E M Y •

POSITION DESCRIPTION

TITLE: Teacher

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Education or a related field.
2. Valid Teaching License through NMPED
3. Endorsement by the Public Education Department in the subject and level to be taught (for grades 6+)
4. Strong knowledge of the subject(s) to be taught.
5. Excellent communication and interpersonal skills.
6. Patience, empathy, and the ability to connect with students of diverse backgrounds and abilities.
7. Strong organizational and time management abilities.
8. Adaptability and flexibility to meet the individual needs of students.
9. Recommendations from degree granting institutions and/or previous employing institutions
10. Knowledge of educational technology and the ability to integrate it into the teaching and learning process.
11. Candidates who are Montessori trained or have a willingness to undergo Montessori training.

OVERVIEW OF JOB DESCRIPTION:

As a Teacher at TMEMS, you will play a crucial role in shaping the minds of students and fostering their academic, social, and personal development. You will be responsible for designing and delivering engaging lesson plans, assessing student progress, managing the classroom environment, and collaborating with colleagues, parents, and school administrators. Your commitment to creating a positive and inclusive learning environment will contribute to the overall success and growth of the students. Teachers are responsible for creating a flexible program and an environment favorable to learning and personal growth for students; to motivate each student to develop skills, knowledge, and attitudes in accordance with ability; to develop the student's special talents; to develop sound opinions based on facts; and to develop proficiency in inquiry skills and concepts.

ESSENTIAL FUNCTIONS:

1. Follows local, state and federal law and adheres to Public Education Department and Local School Board Policy.
2. Curriculum Development: Develop and implement lesson plans aligned with the educational standards, ensuring they cater to the diverse needs of students.
3. Instructional Delivery: Deliver engaging and effective lessons using various teaching strategies, methods, and materials to facilitate student learning and understanding.
4. Classroom Management: Establish and maintain a positive and orderly classroom environment that promotes respect, discipline, and an atmosphere conducive to learning. Assists in implementing all policies and regulations concerning the administration of the school.
5. Student Assessment: Evaluate student progress and performance through formative and summative assessments, providing timely feedback to students and parents/guardians.
6. Individualized Support: Identify individual learning needs and provide additional support and guidance to students, including those with special educational requirements or learning difficulties.



THE MONTESSORI • A C A D E M Y •

7. Parent Communication: Regularly communicate with parents/guardians to discuss student progress, address concerns, and foster a strong home-school partnership. Organize and participate in parent-teacher conferences.
8. Professional Development: Engage in ongoing professional development activities to enhance teaching skills and stay updated with the latest educational practices and methodologies. Attends faculty meetings, participates in faculty committees, and sponsors student activities when assigned.
9. Collaboration: Collaborate with colleagues, including teachers, administrators, and support staff, to share best practices, coordinate activities, and contribute to the overall school improvement initiatives.
10. Classroom Environment: Create a safe, inclusive, and stimulating learning environment that encourages student participation, critical thinking, and creativity.
11. Record Keeping: Maintain accurate records of student attendance, grades, and other relevant data required for reporting and administrative purposes.
12. Student Supervision: Supervises, as assigned, students' activities both in and out of the classroom during the regular work day.
13. Maintain confidentiality of student's names when writing reports and relaying updates to parents
14. Performs such other relevant tasks as may be assigned by administration.

REPORTS TO: Principal or Assistant Principal

TERMS OF EMPLOYMENT: Work year will be contracted for 184 plus 10 additional days (total of 194 days). Salary to be determined by individual training and experience level on the current Governing Council Approved Teacher Salary Schedule.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the NMPED policy on evaluation of Teachers.

PHYSICAL RATING LEVEL: This position will require the employee to function at a "medium" physical capacity as defined by Workman's Compensation statutes. "Medium" physical capacity indicates the ability to lift up to 50 pounds occasionally or up to 25 pounds frequently.

PHYSICAL REQUIREMENTS				
Action:	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Standing			X	
Walking			X	
Sitting			X	
Balance and Coordination				X
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		
Crawling	X			
Climbing	X			
Vision				X
Finger Dexterity			X	
Driving		X		



THE MONTESSORI

• A C A D E M Y •

Lifting 25# Maximum		X		
Carrying 75 ft Maximum		X		
Manual Dexterity Tasks:				
Telephone			X	
Laptop			X	
Computer			X	
Repetitive Motions:				
Fine Manipulation			X	
Grasping			X	
Hand			X	
Foot			X	
Use of Head and Neck:				
Static			X	
Rotating			X	
Flexing			X	
WORKING CONDITIONS				
Climatic Environment	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Wet, Humid Conditions		X		
Work near moving mechanical parts	X			
Work in High, precarious places	X			
Fumes or Airborne Particles		X		
Toxic or Caustic Chemicals	X			
Outdoor Weather Conditions			X	
Extreme Cold (non Weather)		X		
Extreme Heat (non Weather)		X		
Risk of electric Shock	X			
Work with Explosives	X			
Risk of Radiation	X			
Vibration	X			
Noise Level	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Very Quiet		X		



THE MONTESSORI • A C A D E M Y •

Quiet			X	
Moderate Noise				X
Loud Noise		X		
Very Loud Noise	X			
Hazards	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Use of Chemicals	X			
Use of Power/Machinery	X			
Loss of family/personal time		X		

Executive Director Approval

Date

Employee Signature

Date