

# Classroom Teacher Job Description and Responsibilities

Candidates should send completed application, cover letter and resume to <a href="headofschool@kivacharter.org">headofschool@kivacharter.org</a>

#### Salary

\$33,300 - \$62,000 a year

## **Job Type**

Full-time

**Position:** Elementary Teacher

Why you'll love us: Our staff members have fun while providing joyful learning opportunities for students. We offer hands-on engaging activities that allow students to enjoy the learning process and love coming to school.

Why we'll love you: We are looking for an enthusiastic, high energy teacher who loves children, has high expectations for learning and achievement, and works well with others. If you radiate positivity, have a strong work ethic, and love teaching, we will love you!

#### 1. POSITION SUMMARY

Our Teacher position is a key leadership team member and participant in making strategic decisions for the Children's Kiva Montessori School (CKMS). The Teacher in this position is responsible for managing a classroom of about 20 students, maintaining a Montessori inspired classroom environment with our students 4 days a week, and collaborating with a staff of co-teachers and colleagues to use PBL practices with our EL and Eureka Math curriculums. In addition, Teachers will be expected to develop strong relationships with each child and family enrolled in their classroom, provide parent education, participate in all school functions, and support student transition services. Teachers will be held accountable by the Head of School in regard to their performance and growth, student achievement, and quality of curriculum.

### 2. QUALIFICATIONS

- BA/BS degree is required; CDE Teaching License, Montessori experience, and experience in education are preferred.
- Pass requisite state testing to be Highly Qualified in Elementary Education by Colorado State Law..
- Professional Teachers License within the State of Colorado, or eligible within one year of hire preferred.
- -Strong commitment to, belief in, and alignment with mission and vision of school.

- -Montessori certifications from a Montessori Accreditation Committee for Teacher Education (MACTE) approved program (AMS, AMI, NCME, NAMTA etc.) are preferred but not required
- -Experience analyzing data and using data to inform decisions and/or instruction.
- Commitment to exceptional education.
- Excellent written and oral communications skills.
- Well organized and meets deadlines.
- Demonstrated effective leadership.
- Openness to feedback, desire to continue development as a professional, and willingness to take responsibility for student outcomes and achievement.

#### 3. RESPONSIBILITIES OF THE TEACHER

- Embody mission and vision of school:
  - Vision Statement: Children's Kiva Montessori School is a place of vibrant and joyful learning
    where students are immersed in academic, emotional, and social growth on their way to
    becoming kind, confident, and engaged members of their communities.
  - Mission Statement: Children's Kiva Montessori School builds a strong foundation for children. We
    challenge students through integrated curriculum; we work in supportive and engaging
    environments; we collaborate with one another; we embrace diversity; and we explore our
    passions.
- -Participate as a flexible team who gets along well with all school stakeholders with a positive, fun-loving demeanor.
- -Develop and implement Montessori standards common core aligned curriculum including scope and sequence, annual plan, unit plans, weekly lesson plans and individualized student work plans
- -Develop and implement curriculum and lesson plans (described above) targeted with the end goal of student performance at or above grade level expectations.
- -Teach and enforce school-wide systems, rules and consequences, disciplinary codes, and rewards at all times.
- Analyze student achievement data in collaboration with the Head of School.
- Implement standards-based data tracking systems and use data to inform instructional development and delivery.
- Communicate regularly and proactively with students and families:
- Collaborate with other staff members and actively participate in all professional development and learning activities.
- Provide a stimulating and developmentally appropriate daily lesson that honors the Montessori philosophy and the individuality of each child in the classroom.
- Maintain a beautifully prepared, organized, clean, safe and stimulating environment for the children.

- Manage classroom staff, modeling appropriate and professional behavior at all times.
- Supervise assistant teachers and support their professional development with a spirit of collegiality and collaboration.
- Work collaboratively and productively with other lead teachers and staff.
- Participate in the instruction of the school's Health and Wellness lunch curriculum, eating with students and implementing lunch-time curriculum.
- Participate in additional activities including field trips, intensive academic support sessions, gallery exhibits of student learning, and other required programs/events as needed throughout year.
- Support and facilitate additional testing/assessments (NWEA, Dibels, etc)
- Support, lead and implement specialized educational programs and interventions (Rtl process, IEP process).
- Participate in ongoing professional development.

This is a salaried position, contracted for 148 Student Contact Days and a minimum of 163 Staff Work days. Salary schedule is competitive and performance based.

As an equal opportunity employer, CKMS hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.