



## **Children's Kiva Montessori Charter School Position Description and Responsibilities**

Position: Lead Teacher, Middle School (7-8), Emphasis in ELA and/or Science  
Supervisor: CKMS Head of School  
Status: 50-75% of full time  
Benefits: Health, Dental if over 75%, PERA

To apply for this position, download an application from [kivacharter.org/employment](http://kivacharter.org/employment); complete the application; and submit completed application and resume to [work@kivacharter.org](mailto:work@kivacharter.org)

### **Overview and Position Summary**

Children's Kiva Montessori (KM) School is a public charter school serving children from Kindergarten through eighth grade. Our work is to engage students and families in a flexible, meaningful, relevant, educational experience that provides social and emotional support and continues to build on our sense of community.

The school is located in Cortez, Colorado in the beautiful Four Corners Region where rivers, mountains, mesas, and canyons offer unparalleled access to the outdoors for recreation, sport, enjoyment, and solace. Our community, perhaps the last, best place in the intermountain West, honors culture and context. It is complex here: it's both a step back in time and a glimpse of the future with an opportunity to shape it.

The Lead Teacher Middle School (LTMS) is a curriculum leader responsible for the development of curricula that advance student academic growth as established by the School and the Colorado Department of Education, including but not limited to Montessori methods, Community-based educational approaches, Project Based Learning (PBL) and integrated academics (STEAM).

In addition, the LTMS provides a stimulating, carefully prepared environment that nurtures students' intellectual and social-emotional development leveraging the principles of Montessori and Restorative Practice philosophies.

The LTMS joins a team of education leaders who are committed to cultivating an academically rigorous classroom where independence, creativity, responsibility, and respect are fostered. CKMS educators model positive interpersonal relationships with students, parents, staff and community members.

### **Role and Responsibilities**



- Plan, develop and teach age-appropriate curricula in-person and on-line instruction that promotes intellectual, social, emotional, and physical growth of the student, to include the school year lesson plans, special units, projects, field trips, speakers, and material requirements.
- Implementing curriculum that meets or exceeds Colorado Academic Standards (CAS) as outlined by the Colorado Department of Education, and at the direction of the Head of School.
- Maintain an orderly, aesthetic, and purposeful classroom environment.
- Prepare and use class materials that are consistent with the Montessori philosophy, relevant to the curriculum and developmentally appropriate for the student.
- Use standards-based data collection tools to monitor student academic progress (CMAS, STAR) and use data to inform instructional development and delivery.
- Compile and maintain continuous student progress records and track daily attendance.
- Schedule and conduct parent/teacher conferences to communicate student progress, development, and individualized learning plan recommendations and review implementations methods.
- Review support plans, (e.g., IEP, ALP, RTI, 504) and collaborate with the support team to implement the recommendations, accommodations and modifications for special needs/at risk students.
- Support and facilitate required student assessments.
- Plan and manage off-campus activities in a manner that ensures proper parental consent, supervision, and student safety at all times.
- Communicate consistently with parents and encourage parent involvement in their student's education and the school.
- Work collaboratively with other Lead Teachers and staff and actively participate in professional development and learning activities.
- Work to continuously improve effectiveness in all instructional practices.
- Exhibit open, honest, professional, and respectful communication with the students, parents, staff, and Board of Directors.
- Perform other duties as assigned.

### **Additional Job Requirements:**

- Assure the safety and welfare of students including necessary actions to insure that students are supervised at all times.
- Demonstrate faithfulness and promptness in attendance at work.
- Submit required reports promptly at the times specified.
- Demonstrate care of and protection of CKMS property.
- Report suspected child abuse or neglect as required by law.
- Use the CKMS internet and E-mail system as specified in Policy.
- Fulfill other duties as assigned by the Head of School or their designees.

### **Education and Training**



- Bachelor's degree in a related subject from an accredited university.

**Experience**

- Experience is preferred but may not be necessary for hiring.

**Certificates, Licenses, & Registrations**

- Colorado Teaching License with endorsements for the levels and subject areas teaching. Pass the PLACE or PRAXIS II Test.
- ESSA teacher qualified status as per Colorado Department of Education [https://www.cde.state.co.us/fedprograms/tii/a\\_hqt](https://www.cde.state.co.us/fedprograms/tii/a_hqt); or enrolled in an CDE-approved credential program. Meet CDE and ESSA requirements for Highly Qualified.
- Emphasis in ELA and Science preferred.
- May be required to complete CPI training depending on assignment.
- American Montessori Society or Association Montessori Internationale credential; be enrolled in a Montessori program; or be willing to enroll in a Montessori program and/or participate in on-site training.
- Lead teacher experience in Montessori, STEM, STEAM, Project-based, and/or Expeditionary learning.
- Willingness to balance the demands of providing high-quality educational experience in a public charter school environment.
- Understanding of Colorado Academic Standards and ability to align with Montessori, PBL, Inquiry-based and STEAM curricula.
- Demonstrated capacity to develop and implement Review support plans (e.g., IEP, ALP, RTI, 504), and, in collaboration with support team, to implement the recommendations, accommodations and modifications for special needs/at risk students
- Verifiable experience in a collaborative environment and clear awareness of role (s) played in collaboration.

**Technical Skills, Knowledge & Abilities**

- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical and organizational skills.
- Ability to work with students with diverse needs at various levels.
- Ability to develop and implement engaging lessons that facilitate student mastery of the Colorado Academic Standards.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow CKMS policies and procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to utilize formative and summative assessments to access student learning.
- Ability to implement IEP's, 504's, and behavior support plans.

**Materials and Equipment Operating Knowledge**



- Microcomputers and general office equipment.
- Microsoft Office applications.
- Student Information Systems.

**Administrative Details**

- Position: Lead Teacher, Middle School (7-8)
- Status: Full Time, Exempt
- Supervisor: Head of School
- Salary: DOE (see published Step Schedule)
- Benefits: Health Insurance, Dental, Personal Days, PERA (Colo. Retirement)
- Revised: October 2020

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