



LOWER ELEMENTARY LEAD TEACHER LONG TERM SUBSTITUTE

FULL-TIME: Temporary position October 2024 to January 2025

The Lead Montessori Teacher is responsible for all aspects of the educational advancement for the students under her/his charge utilizing the best principles based in the Montessori tradition of education. The Lead Teacher conforms to all Virginia Department of Education regulations and policies while maintaining programming that reflects our mission and the core Montessori philosophy of respect for the individual learner, preparation of the environment, fostering independence, order and concentration in the student, respect for sensitive periods, recognizing intrinsic motivation and the absorbent mind.

About the Role:

- **Innovative Montessori Curriculum:** Deliver an engaging and challenging Montessori curriculum that emphasizes equity, diversity, and student excellence.
- **Classroom Environment:** Maintain a well-organized, attractive, and conducive learning environment, adhering to Montessori philosophy and best practices.
- **Student-Centered Approach:** Offer individualized and group lessons, plan dynamic activities, and support student growth with thoughtful interventions and daily observations.
- **Comprehensive Student Assessment:** Utilize a variety of tools for students to self-assess and keep accurate records reflecting their academic, emotional, and social development.
- **Parent Collaboration:** Foster strong communication with parents through regular conferences, progress reports, and involvement in class activities and outings.
- **Team Leadership:** Supervise and mentor classroom assistants, providing positive feedback and ensuring a high standard of classroom management.
- **Administrative Support:** Assist with admissions, handle necessary reporting, and maintain professionalism and confidentiality in all school matters.
- **Safety and Compliance:** Promptly report hazards and ensure a safe environment for students, aligning with school policies.

Requirements:

- **Education, Training and/or Experience:** AMS or AMI Montessori Teacher Credential for level assignment and a minimum of three years teaching experience at level assignment or three years of teaching experience.
- **Knowledge, Skills and Abilities:** Strong oral & written communications, knowledge of a Google workspace, ability to use tact when managing parent and/or student situations, attention to detail and accuracy and confidentiality regarding private information.

Position Classification: Full-time, temporary position following October to January
Reports to: Director of Elementary Education

About Richmond Montessori School:

A premier educational community

RMS is a non-profit 501(c)(3) independent school dually-accredited by the American Montessori Society and the Virginia Association of Independent Schools. The school serves approximately 315 students ages 18 months to 14 years on two adjacent campuses, which incorporate eleven acres of beautiful green space, located in the west end of Richmond, Virginia. The RMS team includes a diverse group of passionate faculty and staff, fully committed to our core values of *Character, Community, Authenticity, Respect and Excellence*.

RMS provides benefits including paid time off and holidays, opportunities for networking with state, regional, and national educational associations and tuition reduction and program discounts for staff children admitted in our programs.

READY TO APPLY? HERE'S WHAT YOU'LL NEED

- Cover letter
- Current Resume including three references
- **Employment Application**

Please email **all** requested materials to careers@richmont.org upon completion.

Compensation is commensurate with experience.



Have Questions?

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