

Montessori Upper Elementary Lead Teacher

1. General Position Summary

The Upper Elementary Teacher is a friendly, innovative, energetic individual who is dedicated to providing a high-fidelity Montessori environment for children 9-12 years old. Maintaining an open, loving and cooperative environment for each child and encouraging families to be actively involved in their education, are all part of the job of an Upper Elementary Teacher. The teacher is a representative and advocate for the child and for Montessori education to parents and the community. He/She should communicate clearly concerning issues that are in the best interest of the child and in keeping with Montessori philosophy.

2. Qualifications

Minimum Education/Certification:

- Montessori 9-12 certification (AMS, AMI, or IMC) required; willingness to become certified within the first two years of employment and commit at least 3 additional years to the school.
- Bachelor's Degree required, Elementary Education or related field preferred
- Pediatric First Aid/CPR

Essential Characteristics:

- Meet the child's needs physically, socially and emotionally.
- Maintain an open, loving and cooperative environment for all children.
- Have an inherent love for this stage of development.
- Possess the ability to create and implement specific lessons to meet the varying needs of the children.
- Be a strong model for assistants and others who work on the classroom and school community.

Special Knowledge/Skills:

- Demonstrated proficiency in working effectively and positively with a variety of people.
- Ability to creatively problem solve.
- Ability to counsel children and parents.
- Ability to use a computer for record-keeping and communicating with stakeholders.
- Ability to organize materials, coordinate plans with assistants, teaching team and administrators.

3. Working Conditions

Physical Demands:

Ability to think clearly and act respectfully with children, parents and coworkers. Must be able to sit on the floor, walk, reach, climb, stoop, kneel and lift up to 30 pounds.

Environment:

Working in a school environment while dealing on a daily basis with children, coworkers, administrations, parents, volunteers and parents.

4. Terms of Employment

Number of Days for Position: 184 days 8:00am - 4:00pm, some evening and weekend events; Class Trip 4-night travel with students during the spring

Salary based on experience and qualifications. **Stipend for Class Trip.**

5. Essential Responsibilities:

- Establish the morning and afternoon work cycle and give lessons in alignment with the Montessori philosophy.
- Assist students toward self-directed learning and normalization.
- Provide differentiated lessons based on student need.
- Implement and update curriculum in alignment with Montessori philosophy utilizing Montessori materials as the foundation for instruction.
- Implement the use of any supplemental curriculum on the rare occasion, as student needs dictate.
- Plan, prepare and maintain all units of study, including Montessori materials.
- Oversight of development of community partnerships.
- Follow the school's policies and procedures for student evaluation and record keeping, meeting all deadlines.
- Carefully observe and keep daily records on each student's individual progression through the classroom.
- Plan and execute field trips (including overnight class trip) that fit the mission, curriculum and goals for the Elementary program.
- Create and implement parent education content and programs.
- Collaborate with larger team of elementary teachers to support a holistic program.
- Create, design, and develop the prepared environment implementing Montessori 9-12 curriculum according to the specifics provided by the school.
- Develop and implement lesson plans to meet the needs of each child enrolled in the classroom.
- Give lessons on a one-on-one or group basis and assist students who may have trouble grasping concepts.
- Conduct observations and assessments on students to determine academic needs and provide a rich and challenging environment.
- Utilize provided planning time to meet with parents, create lesson plans, change materials, observe specials and after school program in order to support children from classroom, meet with teaching team to discuss best practices, complete record keeping.
- Collaborate with Lower Elementary teachers to ensure that children are equipped to successfully transition to fourth level by the time they leave third level.
- Partner and communicate effectively with the parents, discussing the progress of their children via day-to-day interactions, class email updates, and conferences.
- Assume significant responsibility to maintaining a child until the conclusion of the sixth level year.

- Communicate with the children using language and tone of voice that is authentic, natural, patient and, most importantly, kind.
- Promote feelings of security and trust in the children by encouraging and supporting them when necessary, through activities and practical life skills.
- Respond quickly and in a soothing fashion to the distressed student and ensure that they are comforted immediately.
- Follow the children and the energy of the classroom rather than conforming to a strict schedule as designed by the adult.
- Oversee and engage children during recess time; ensure that activities are stimulating, age-appropriate, and safe.
- Maintain a positive work environment among all staff that is professional, kind, and inclusive.
- Guide teaching team in understanding the nuances of childhood development, the prepared environment, and how to partner with colleagues and parents.
- Participate in team meetings every week that follow an agenda of school/class updates, child-specific information, discussion of materials and/or rotating materials, and additional training or resources for colleagues.
- Act as a resource for the Upper Elementary Community.
- Embrace continuous learning by utilizing professional development days and funds to enrich practice.
- Embody the Waco Montessori School mission.

6. Communication

- Facilitate a respectful environment for children and adults by advocating conflict resolution and Grace and Courtesy Lessons.
- Work to develop close and effective relationships with families, including opportunities to discuss and understand the child's individual progress.
- Schedule and work with other colleagues to facilitate parent and community events.

7. Professional Responsibilities

- Participate in professional activities designated by school administration, which may include in-service activities, parent events, committees, staff meetings, etc.
- Maintain a neat, well organized, and attractive prepared environment consistent with Montessori pedagogy.
- Participate in the admission process by speaking with prospective families and meeting prospective students as requested by administration.
- Other duties as assigned.

8. Confidentiality

This position will have access to and knowledge of personal information for students and their families.

Overview of Waco Montessori School

Waco Montessori School (WMS) is an established, successful school with an exciting outlook to the future. WMS is in strong financial health, with steady enrollment, strong teacher retention, a decade-plus positive balance sheet, and high esteem in the community. We are committed to maintaining – and advancing – a high-quality education as evidenced by the designation as an American Montessori Society member school, with the goal of achieving AMS accreditation by 2026. WMS is accredited by the National Association of Education of Young Children (NAEYC).

The mission of Waco Montessori School is to educate children in a nurturing, stimulating Montessori environment that appreciates and celebrates each child, encourages respect for oneself and others and develops lifelong learning and problem-solving skills. As WMS plans toward its 50th anniversary in 2026, it celebrates a stable annual enrollment of 250 students across toddler, early childhood, and elementary programs, serving children from ages 18 months to 12 years. Today there are two Toddler classrooms, five Early Childhood classrooms, three Lower Elementary classrooms, and two Upper Elementary classrooms, along with stellar Specials programs like PE, athletic teams, art, music, and two foreign languages. The current facility is composed of the Children's House (housing Toddler and Early Childhood programs) and the Brophy Building (housing Lower and Upper Elementary programs), which are joined by a shared gymnasium and administrative offices. Recently acquired adjacent properties point to future opportunities to enrich and expand the current Montessori experience across all programs.

Waco is a wonderful community that is growing rapidly. In the Heart of Texas, Waco boasts affordable housing, low traffic congestion, year-round outdoor recreational activities, many downtown and area attractions, and a convenient central location. Home to Baylor University and a short 90-minute drive to both Dallas and Austin, Waco offers a laid-back, small-town atmosphere with easy access to big city amenities.

Interested applicants should email cover letter, resume, references, and transcript showing course work and degrees earned to careers@wacomontessorischool.org with the position for which you are applying in the subject line.