



**Green Hedges School  
Montessori Lead Teacher for Two-Year Old Program**

Green Hedges School seeks a full-time experienced Montessori trained and certified classroom Lead Teacher to design, assist in the implementation of, and lead the School's program for Two Year Olds (Toddlers), which will take on its first students in the 2020-2021 school year. Green Hedges is an independent Preschool through Grade 8 school with approximately 140 students. The School is located in Vienna, VA, which is fourteen miles west of Washington, DC.

The Two Year Old Program will provide a caring and nurturing Montessori environment for one section of 10 children and will feature developmentally appropriate activities that contribute to all aspects of a child's development. The program will run from August to June, while school is in session.

**Requirements:**

A successful candidate for Lead Teacher will have: Montessori training and certification for the position of Director/Directress for Toddlers • Undergraduate degree (masters preferred) in education or a related field • Minimum of 3 - 5 years experience • Extensive knowledge of the academic and social-emotional development of toddlers • A love for working with young children • A high level of energy and strong, positive presence • Excellent time management, organizational, and communication skills • Initiative • Ability to collaborate with colleagues

Candidates must successfully complete a required background check.

We seek applications from candidates of diverse backgrounds, talents, and interests who share a dedication and commitment to helping children learn and play in a peaceful, supportive, and safe environment informed by Montessori principles and practices.

**Job Description**

- Plan, organize, and implement the Toddler Montessori curriculum
- Provide and maintain a nurturing, accepting, and safe classroom environment that meets the varying needs of the students and ensures that students have both independent and social learning opportunities
- Plan daily and weekly procedures and routines for children
- Lead and conduct age-appropriate daily lessons and activities
- Maintain compliance with Virginia state DSS licensing provisions for daycare
- Oversee use of space, equipment, and supplies in the two year old classroom and ensure its proper use and upkeep.
- Communicate daily with parents regarding child's day

- Confer with parents on a regular basis to discuss the development of their enrolled children.
- Work closely with and provide professional support to assistant teacher(s) to ensure optimal care for children
- Work with administration to design policies or procedures to ensure smooth operation of program
- Comply with requirements of all federal, state and local laws, as well as School policies and procedures.

### **Physical Requirements**

- This position requires frequent bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking, and may involve some running and lift children (up to 45 pounds).
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, ability to operate various business equipment, and handle and work with various materials and objects.

Reports to: Head of School, Assistant Head of School

Interested candidates should submit 1) letter of interest, 2) three references, and 3) resume to: [hr@greenhedges.org](mailto:hr@greenhedges.org)

*Green Hedges School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.*