



**Montessori Primary Lead Teacher
3 - 6 Year Olds
Full-Time
2024-2025**

Job Description

Green Hedges School seeks an experienced Montessori Lead Teacher for the 2024 - 2025 school year. Green Hedges is a private independent preschool through Grade 8 school with approximately 180 students in Vienna, VA, fourteen miles west of Washington, DC.

The Montessori Lead Teacher plans and implements a full Montessori 3 - 6 year old PreKindergarten and Kindergarten curriculum, as defined by Green Hedges School, including age-appropriate social, educational, and intellectual activities.

A successful candidate Montessori Teacher will have:

- AMS or AMI Montessori training and certification
- Undergraduate degree (master's preferred) in education or a related field
- Minimum of 2 - 5 years experience in a Montessori Director position
- Orton-Gillingham training or knowledge preferred
- Knowledge of the academic and social-emotional development of PreKindergarten-Age 6
- A high level of energy and strong, positive presence, initiative, and ability to collaborate
- Excellent time management and organizational skills

Teaching Responsibilities

- Design and implement the Montessori curriculum using the approved Green Hedges School guidelines.
- Build and maintain a strong working relationship with the classroom assistant.
- Keep accurate records of the students' progress/development, serving as lead teacher for a classroom of students ages three through five.
- Lead parent conferences and schedule additional conferences with parents as needed, working closely with the Assistant Head of School, School Counselor, and/or School Learning Specialist as needed.
- Present a positive role model for students.
- Maintain a well-organized, neat, and safe environment for all students, families, staff, and guests.
- Demonstrate an ability to work with others in the classroom. Exhibit strong organizational habits.
- Embrace the Montessori philosophy and be able to implement it.
- Commit to Diversity, Equity, Inclusion, Justice, and Belonging initiatives
- Be aware of the individual needs and interests of the students and ensure there are relevant resources for their interests.
- Attend meetings required for the position.
- Maintain safety and appearance of the classroom

General Responsibilities:

- Perform professional duties efficiently, manage resources effectively, and meet deadlines and meeting schedules set by the School.
- Attend and participate in faculty meetings, department meetings, and a faculty committee
- Perform professional duties as assigned by the Head of School or the Assistant Head of School. These duties include but are not limited to recess duty, lunch duty, and dismissal duty.

Reports to: Assistant Head of School

Interested candidates should submit

1) letter of interest, 2) three references and 3) resume to:

hr@greenhedges.org

Green Hedges School is committed to equal employment opportunity. The School does not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, national origin, age, or physical or mental disability.