



St. Mary School
1121 Main Street
Paris, KY 40361

www.stmaryparis.com
(859) 987-3815

Montessori Preschool Lead Teacher Job Posting - St. Mary School

Job Description: St. Mary School is seeking a candidate to join our Montessori preschool program as a Lead Teacher. This candidate would expect to join a Montessori team of educators in an environment that promotes a peaceful journey through learning and facilitates adventures of discovery. The Montessori Lead Teacher is directly supervised by Tiffany Bezeau, Montessori Program Director and Miranda Chaplin, St. Mary School Principal. As a Lead Teacher, you can expect to lead the classroom in areas of curriculum and instruction, classroom management, development of the classroom environment and materials, assessing the needs of the students, planning and organizational needs, and facilitating student learning. Our school is a Catholic, private school that takes care to nurture the spiritual development of our students by way of prayers, education of the faith, and offering experiences of spiritual significance.

Responsibilities: The responsibilities of the Montessori Lead Teacher include but are not limited to the following:

- Plan lessons and curriculum following a scope and sequence
- Create engaging activities and provide individual and group lessons to students
- Lead circle time with interest and engagement
- Develop the Montessori work on the shelves
- Assess students and communicate with parents during fall and spring conferences
- Supervision of children throughout the day and during rest time
- Assist children with peaceful conflict resolution methods of the classroom
- Help with lunch and snack preparations and serving students
- Assist with toileting needs of students when and if needed
- Manage duties deemed necessary to properly care for the students or classroom
- Follow all the state regulations of childcare facilities
- Maintain professional development hours required by the state
- Complete Montessori certification if not already certified

Skills and qualifications:

- Organized
- Flexible
- Positive attitude
- Team player
- Calm and pleasant demeanor
- Takes initiative
- Physical ability to be on knees, sit on floor, and get down to child's level
- Able to lift up to 20-30 pounds and walk

Must have high school diploma or GED • Preferred - candidate with Montessori certification or seeking Montessori training

Wage/salary will be determined at the time of hire based on experience, Montessori certification and qualifications. Benefits including health insurance and retirement plan also available.

Please submit resume and cover letter to Principal Miranda Chaplin at mchaplin@cdlex.org

The hours of operation for St. Mary School are 7:30am - 3:30pm.