

## Head Teacher

### **About Yellow Acorn Montessori**

*Our Mission: To encourage the social, emotional, and cognitive development of the child by providing a **comprehensive Montessori education**, cultivating independent thought and foundational skills as well as awareness of their environment; empathy for others, and social ease and confidence.*

*To establish within a child the intellectual, emotional, and physical rigor needed to become a self-directed learner, flexible thinker, creative problem solver, and support their ever-increasing curiosity about the world in which they live.*

*To help our students to grow up to be successful global citizens and nurture a sense of close-knit community within the families we serve.*

Yellow Acorn Montessori is preschool in **Scarsdale, NY** that serves children ages 18months – 6 years.

### **Who We're Looking For:**

We are seeking a full-time head teacher to join our diverse learning environment. Montessori certification (AMS, AMI, or MACTE-accredited equivalent) is required. If a candidate has substantial preschool teaching experience, Yellow Acorn Montessori supports continued education in Montessori training.

### **Our Ideal Candidate:**

- Has 1+ years of experience as a Montessori lead teacher (preferred) or significant experience as a preschool teacher with a willingness to start Montessori training.
- Has experience working in multilingual, multicultural settings (preferred).
- Has strong communication skills, particularly with young children and families.
- Is passionate about Montessori education and dedicated to fostering a love of learning.
- Has excellent classroom management and organizational skills.

### **Job Description:**

The Head Teacher is responsible for the general supervision and management of a class of children, 18 months - 3 years (Toddler). The head teacher must have a strong work ethic, a strong attention to detail, and a commitment to our mission. They must be a mature individual who is able to relate well to both children and adults. The Head Teacher must be passionate about making materials and take great care of the learning environment by being meticulous with physical materials, and nurturing student's interests by creating a curriculum that is individualized as per their needs and passions.

***Responsibilities will include, but will not be limited to the following:***

- Provide a safe physical and emotional environment with appropriate expectations and limits for children.
- Planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the school.
- Gearing the program to the needs of individual children with concerns for their individual interests, special talents, and individual style and pace of learning.
- Implement the Montessori curriculum with engaging, hands-on learning experiences.
- Being responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom.
- Create age-appropriate materials to meet children's needs.
- Observe, track, and document children's progress, tailoring lessons as needed.
- Supervise and guide classroom assistants, substitutes, and parent volunteers, ensuring consistency in the learning environment.
- Foster a positive and respectful classroom culture by modeling conflict resolution and supporting children's independence.
- Assisting in the ongoing evaluation procedures needed to assess the developmental levels of the children.
- Maintain open and respectful communication with families, including written updates, conferences, and Montessori education sessions.
- Participate in parental education events, approximately once or twice a year.
- Assess prospective students during school visits.
- Attend staff meetings and staff events to foster a collaborative school environment.
- Conducting parent conferences when formally scheduled and as needed
- Communicating information about children to Director regarding health, safety, or other concerns.
- Assuming an equal share of the joint housekeeping responsibilities of the staff.
- Maintaining ongoing communication with the co-teacher or assistant teacher covering such topics as classroom curriculum, responsibilities, individual children, parents, and other topics related to the classroom,
- Participating in required and recommended training programs, conferences, courses, and other aspects of professional development.

**Compensation & Benefits:**

- \$40,000 - \$50,000 (10-month salary) commensurate with experience and certification
- 401(K) with matching
- Health Insurance
- Qualified Small Employer Health Reimbursement Arrangement
- Life Insurance
- Transit Benefits
- Paid Vacation Days
- Professional development opportunities, continuing education in related field of study through SUNY Purchase, and Montessori training for qualified candidates.

**How to Apply:**

Please submit your **resume** and a brief **cover letter or email** explaining why you're interested in this role to [info@yellowacorn.org](mailto:info@yellowacorn.org).