

Lower Elementary Classroom Co-Teacher

The co-teacher works in collaboration with the Head Teacher in guiding the children. The co-teacher is directly accountable to the Head Teacher.

Duties:

- Always share responsibility for the children's safety and physical well-being.
- Assist Lead Teacher in the preparation and maintenance of the Montessori environment.
- Assist in the preparation of the curriculum materials.
- Conduct professional manner of communication with staff, parents, and children.
- Share the responsibility for keeping records in Transparent Classroom for each student, which includes individual progression in all curriculum areas, anecdotal notes, lesson plans, and photos.
- Work with children giving individual and small group lessons.
- Participate in the rotation to give large-group lessons to students.
- Share in the supervision of the classroom.
- Help to reinforce the classroom ground rules and help to model the expectations for grace and courtesy.
- Attend monthly staff and level meetings, parent meetings, and professional development.