



*A Children's Habitat*  
MONTESSORI SCHOOL

## A CHILDREN'S HABITAT MONTESSORI SCHOOL - education

*Lead in an Early Years classroom (part time position)*

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**School Name:** A Children's Habitat Montessori School

**Contact:** Susan Michal, Head of School  
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(317) 726 5584

**Job Title:** Lead Teacher in an Early Years classroom (class time: 8:30 AM –11:30 AM)

**School Description:** One of the oldest Montessori schools in Indianapolis and a full member of the American Montessori Society (AMS), A Children's Habitat is rooted in the Montessori philosophy of concern for the whole child. Since its inception in 1972, this non-profit, parent-run Montessori environment has offered a unique curriculum and unparalleled experience—where teachers and families join together to create a passionate community that fuels and guides the school. Here, families seeking a toddler, preschool, kindergarten, or full-day elementary program benefit from AMS-certified lead teachers who actively pursue on-going professional development. In our elementary program, teachers have state licenses for grades K-6.

**Mission Statement:** Enriching minds, building community, guided by the principles of Dr. Maria Montessori.

### **Duties/Responsibilities:**

- Create instruction based on the Montessori philosophy and method that supports the development of the children in the classroom.
- Prepare the Montessori environment to meet the sensitive period and plane of development of the children in the classroom.
- Systematically observe students and record their individual progress.
- Establish and manage a positive relationship with parents and maintain regular communication regarding the specific progress and needs of their child.
- Conduct two parent conferences per year.
- Send out written progress reports twice per year.
- Conduct mini check-ins periodically with each family.
- Write/create and send regular newsletters informing families of classroom events and activities.
- Conduct home visits with each family prior to the start of their school year.
- Supervise the assistant(s) and ensure a smooth and harmonious work and study environment in the classroom.
- Assist in the development of and participate in school functions, open houses, parent orientations, fundraising, and other community events.
- Maintain teaching skills and Montessori certification.
- Attend professional development opportunities and maintain memberships in professional organizations.

**Requirements/Qualifications:**

- AMS Lead Teacher credentials for 0-36 months or equivalent MACTE certification
- Four-year degree, preferably in education
- Flexible, will work collaboratively as part of a team
- Loves to work with children and is passionate about the Montessori method and philosophy
- Compliance with health and safety rules and requirements