



Lead Montessori Teacher Position Description

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- God is present in all creation.*
- Each person is valuable and deserves respect.*
- Education prepares people to build a better world.*
- In community, everyone grows.*

A division of Cotter Schools, Main Square Montessori (MSM) is a non-profit learning center for children, aged toddler through kindergarten, located in the heart of Winona, MN. Grounded in the tradition of Maria Montessori, MSM views the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared environment. Main Square Montessori provides an all-day experience in which children can flourish, grow, and discover their potential.

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

GENERAL SUMMARY

Cotter Schools is seeking a **Lead Teacher** for the Children's House (3-6) Montessori classroom to work collaboratively with a co-lead teacher and a small staff of assistant teachers and aides to oversee and execute all aspects of a high fidelity year-round Montessori learning environment.

RESPONSIBILITIES & DUTIES

1. Plan individual and small group Montessori activities to stimulate growth in all Early Childhood Indicators of Progress as outlined by the MN Department of Education
2. Develop and plan instructional activities, and / or individual learning plans as required by the learning needs of the students
3. Use formal Montessori observation tools to develop a Montessori learning environment and individual student learning plans
4. Participate in staff meetings and school events
5. Work collaboratively with a co-teacher and classroom team
6. Plan, coordinate, and oversee the work of classroom assistants, aides, families, and volunteers
7. Communicate clearly and respectfully with other MSM employees
8. Maintain and update weekly lesson plans
9. Maintain accurate and complete records, as required by the Minnesota Department of Education, Minnesota DHS Licensing, and accrediting organizations
10. Maintain regular family communication, including regular newsletters, individual communications, and at least two conferences annually
11. Maintain healthy boundaries and equitable relationships that respect each child as an individual
12. Participate in extracurricular activities and events
13. Promote family involvement
14. Maintain professional competencies, including current, research based knowledge of child development, and participate in professional development activities
15. Work collaboratively with the Director to maintain the vision and mission of Cotter Schools and Main Square Montessori
16. Other duties as needed to successfully maintain a Montessori 3-6 learning environment

QUALIFICATIONS AND SKILLS

- Qualified as a Lead Teacher under MN Department of Human Services Licensing Guidelines
- Montessori Training (desired - will train the right candidate)
- BA or BS in education or related field
- A commitment to high fidelity Montessori instruction and best practices
- Excellent communication skills
- MN Early Childhood Licensure (desired)
- Ability to use email, google drive, and digital record keeping tools

PHYSICAL DEMANDS

- Ability to lift 30 pounds, and have the physical capacity to work with young children (lifting, squatting, spending time on the floor)
- Ability to work safely in an early childhood environment where there is a high level of contagious illness.

BENEFITS

- Job Type: Full-time, exempt
- This is a 1.0 full-time salaried position. Working hours are Monday – Friday, year-round with begin and end times determined by the Director.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
 - 50% off for grades K-12
 - 20% off for early childhood education

TO APPLY

Applications are available in the Cotter Schools business office, 1115 W. Broadway, Winona, MN. Alternatively, send an e-mail with resume to:

Jacque Paulsen, Main Square Montessori Director

jpaulsen@mainsquaremontessori.org