

JOB PROFILE

POSITION: English Montessori Lead Teacher

JOB LOCATION: Beijing (Daystar Academy: Bei Gao Campus)

REPORTS TO: Early Learning Center Principal

Responsibilities and Duties:

Classroom Management

- Responsible for semester academic plans, following the plans of the academic director
- Designing the Montessori prepared environment suitable for children's development
- Holding regular teaching team meetings, to raise the skills of the rest of teaching staff of the class
- Responsible for the management of class, which includes spending class budgets properly, making teaching materials, following the academic content, exchanging and bringing in fresh teaching material, and storage of the class materials and supplies.
 - Responsible for management of class files
 - Managing the budget of the class allowance, and managing the class materials
 - Handling unexpected issues with flexibility
 - Keeping the team working together in a united way

Daily education work

- Designing the monthly plan, weekly plan and individual academic plans, following the unit topics, and completing the daily activity plan
 - Providing language support lessons for 40-60 mins every day
 - Responsible for daily teaching work and preparation of environmental design, following plans, which allow the children to move and learn happily and normally
 - Completing children's daily observation report, and recording children's daily study observation record sheet
 - Completing the monthly report file, following the academic activities and collecting the children's work, and giving it to parents

Parent communication

- Informing parents of activities, arrangements and school notices in a timely and accurate way
- Designing field trip plans following the Montessori academic plan, calling parents to visit children's homes, and organizing the class teaching team to strengthen the communication with parents
 - Responsible for organizing class parents' meeting and open day activities, including designing the activities plan and completing the activities summary
 - Responsible for contacting parents, and helping parents cooperate with the school to support the children's academic and other development
 - Updating pictures on daystaronline

Qualifications & Requirements

- Minimum of a Bachelor's degree
- Native English speaker
- At least 2 years' full time teaching experience
- AMI/AMS 0-3 or 3-6 certified preferably have worked in Montessori environment
- Teaching credential
- Open-minded, enthusiastic, and willing to embrace a unique, multicultural school culture
- Must have an interest in living and working in China and at school that strongly supports and embraces Chinese language and culture