

Knoxville Montessori School

Lower Elementary Co-Lead Teacher/Guide Position

The Knoxville Montessori School is looking for a motivated, experienced individual to join our team as a co-lead for a Lower Elementary classroom. KMS is growing and this position could turn into the lead of a brand-new classroom. The co-lead works with the elementary team to foster the social-emotional and academic development of students in the Lower Elementary classroom.

RESPONSIBILITIES INCLUDE

- Preparing and maintaining a high-quality Montessori learning environment in partnership with co-lead, following the Montessori Curriculum to stay consistent with the KMS Guidelines and Accreditation
- Prioritizing a collaborative partnership with classroom co-lead that is rooted in open and ongoing communication
- Preparing lessons for students while keeping records, observations, and notes
- Communicating with parents, colleagues, and administration as needed regarding children in the classroom
- Helping to plan, implement and participate with all elementary special events, going-outs, field trips and overnight trips
- Participating in staff meetings and attending required school events
- Setting and assessing professional goals regularly and completing annual training and professional development/certifications that support those goals
- Managing the classroom budget
- Participating in nurturing the school's supportive and constructive work environment
- Supporting the school and its mission, vision, and values; including a commitment to equity, diversity, and inclusion

REQUIREMENTS

Hours: Monday-Friday from 7:30am - 4:00pm during the school calendar year, plus overnight trips and occasional school events on evenings or weekends

Qualifications: Minimum of a Bachelor's degree; Montessori teaching credentials from an AMI-, AMS-, or MACTE-approved training center (ages 6-12); Prior Montessori teaching experience; Individual initiative, detail oriented, and ability to work as a team; Compassionate communicator with effective verbal and written communication skills; Skilled at building relationships with children, families, and colleagues; Commitment to diversity, equity, and inclusion

Additional Desired Characteristics: Positive attitude; Problem solver; Strong work ethic and commitment to excellence; Effective collaborator; Warm and welcoming with children while being clear, confident, and firm when needed; Loves nature and connecting with the natural world; Welcomes feedback and wants to develop, learn and improve professionally; Interested in hearing and understanding different and new perspectives; Humility, a sense of humor, and a warm nurturing personality

Compensation: Salaried, starting at \$34,500 per year based on qualifications and experience. Benefits include professional development budget, 75% employee discount on tuition, paid holidays, and retirement plan.

How to Apply: Submit cover letter, resume, and contact information for three references at www.knoxvillemontessori.org/employment.

KMS is a nonprofit private school that provides high-quality Montessori education to children ages 2-18. Founded in 1966, KMS is widely recognized for its nurturing environment, high academic standards, experienced teaching staff, and diverse student body.

KMS is an Equal Opportunity Employer. Qualified applicants are considered for employment with-out regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

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Upper Elementary and Adolescent Classroom Assistant Positions

The Knoxville Montessori School is looking for motivated, experienced applicants to serve as a Classroom Assistant in our Upper Elementary or Adolescent Program in multi-age rooms with children ages 9-15. (2 positions available)

RESPONSIBILITIES INCLUDE

- Supporting the classroom teachers in following the Montessori Curriculum to stay consistent with the KMS Guidelines and Accreditation
- Supervising students throughout their daily schedule, including observation
- Fostering a positive learning environment by maintaining a calm and joyful atmosphere, encouraging growth towards independence for each child, and respecting children in helping themselves and in discovering their individual potential
- Assisting in preparing and maintaining the classroom environment by keeping the space clean and stocked, cleaned, restoring the environment at the end of every school day, and more
- Responding to emergencies and ensuring student safety, including practicing and modeling school procedures and policies.
- Attending trips (4 per year) or managing a classroom in the lead teachers' absence
- Participating in staff meetings and attending required school events
- Completing annual training and professional development/certifications

REQUIREMENTS

Hours: Monday-Friday from 7:30am - 4:00pm during the school calendar year, plus overnight trips and occasional school events on evenings or weekends

Qualifications: Minimum of a Bachelor's degree; experience working with children ages 9-15; Individual initiative, detail oriented, and ability to work as a team; Knowledge of child development and the Montessori educational philosophy a plus. Once hired the candidate will be expected to take the 60-hour AMI Assistant training course.

Compensation: Salaried, starting at \$27,500 per year based on qualifications and experience. Benefits include paid holidays and retirement plan.

How to Apply: Submit cover letter, resume, and contact information for three references at www.knoxvillemontessori.org/employment.

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