Position Description: Classroom Director

A Montessori classroom will be guided by one Classroom Director, the Teacher, and often this position will be supported by an assistant. The Classroom Director is instrumental in providing her students with Montessori principles and to deliver a Montessori curriculum adopting the Montessori methodology. Her behaviour has to be always exemplary and provide modelling for other individuals in the environment. She is a custodian of the Montessori approach to education.

Primary Role

The primary role of a Montessori Classroom Director is to provide the best possible education and duty of care for each student ensuring the Caboolture Montessori School Vision and Mission Statements are adhered to.

Nature of Role

The roles of a Classroom Director at the Caboolture Montessori School are several:
- Teaching practice
- Pastoral care
- Curriculum and resource development (including material making)
- Professional development
- Co-curricular activities
- General administrative and other activities

Responsibilities of the Position

- To behave always in a professional manner
- Responsibility for each student in their care
- Responsible for showing and expecting respect
- Responsible for fostering and maintaining collegial and professional responsibilities within the school and the general community
- Classroom Directors are responsible for the sharing and supporting of Montessori principles

Teaching Practice

Classroom Directors are expected to:
- Trust the child will always want to perform at their best given the right environment
- Adhere to Montessori principles of learning, developmental changes, Sensitive Periods, Prepared Environment and teaching
- Become a dynamic link between the environment and the student
- Show enthusiasm and interest in content taught
- Employ a variety of effective teaching strategies to successfully implement the curriculum
- Differentiate and individualise the curriculum to provide maximum support and success for each individual
- Provide educational opportunities and activities which enable all students to achieve at their highest potential
- Never compare students with each other to promote motivation
- Never use rewards and punishments as a form of motivating learning
• Give realistic feedback to enhance understanding of own abilities
• Ensure Montessori materials are the initial resource equipment adopted
• Prepare materials and lessons to ensure student has a concrete experience before the abstract
• Be aware of Montessori curriculum requirements in comparison to State/Nation curriculum
• Reflect of personal effectiveness of own learning and teaching
• Give adequate time to lesson plans organisation and Montessori materials
• Monitor each student through conferencing and inform student of progress
• Keep accurate records of student attendance, progress and assessment
• Maintain good relationships with all stakeholders. Inform parents of student progress regularly
• Plan and attend Parent/Student/Director interviews
• Liaise with appropriate support staff in the implementation of the Montessori and State/National curriculum
• Write formal reports according to the Caboolture Montessori School requirements

Pastoral Care

Classroom Directors are expected to:
• Follow the school and Montessori principles to ensure each student is cared for
• Demonstrate the Caboolture Montessori school values with each individual
• Be aware and sensitive to students experiencing difficulties of any nature: personal, social, emotional or organisational
• Liaise with relevant stakeholders when problems are encountered in a sensitive manner
• Be supportive to colleagues experiencing difficulties or personal issues

Curriculum and Resource Development

Classroom Directors are expected to:
• Prepare and provide the class with necessary home-made materials to support their lessons
• Support and provide colleagues with resources that can be shared to enhance the Montessori curriculum
• Participate in the creation, development and evaluation of Montessori and support resources
• Carefully select and discuss with management any resources that do not belong to the Montessori curriculum

Professional Development

Directors are expected to:
• Attain their Montessori qualifications within the time required by the Caboolture Montessori School
• Attend all Montessori and educational seminars provided by the school
• Commit to furthering own learning and complete all requirements set by Queensland College of Teachers.
• Keep up-to-date with learning and teaching strategies, resources and curriculum development
• Ensure own proficiency in all areas (technology) is up-to-date
• Attend all meetings that provide professional development both personally and professionally
• Support and supervise student teachers and provide them with Montessori ways of approaching learning and teaching
• Maintain relationships with professional associations
• Comply with the Professional Performance Evaluation completed by management at the Caboolture Montessori School
Co-curricular Activities

Directors are expected to:
- Attend all school functions
- Attend all school meetings
- Attend camps and after school activities as required
- Encourage students to participate in school events
- Support all school students with appropriate levels of supervision and standards of behaviour at functions
- Ensure any equipment used is safe and appropriate

Collegial Relations

It is expected that all staff at the Caboolture Montessori School maintain and foster good relationships with all other members of the school. The Montessori philosophy is to be demonstrated among the adults as a model for the children.

Areas staff support others are:
- Mentoring new staff
- Sharing own resources
- Initiating study/work groups to support each other

Other Duties

Any other task as required from time-to-time by the school.

Staff are responsible to:
- The Principal for general discharge of all duties and for development and implementation of the curriculum

Responsible to

Staff are responsible to:
- The Principal for general discharge of all duties
- The Principal for development and implementation of curriculum

Supervises

Classroom Directors are responsible:
- The workflow of Classroom Assistants under their supervision