

PM Care Lead

The PM Care Lead is a unique position in which there are duties of both a Guide and an Assistant Teacher.

In general, Lead Teachers have many of the responsibilities outlined in the Guide job description, but do not have an official Montessori teaching credential; a Lead Teacher is one who is in charge of a group of children and their school experience when those children are in the care of the Lead.

When PM Care begins, the PM Care Lead is in charge of a group of children. Until then, they take on more of an assistant role in one their community's (Toddler or Primary) classrooms.

The responsibilities as the PM Care Lead Teacher include:

Adherence to Montessori Philosophy, Principles, and Practice

The teacher shall conduct their class in a manner that is consistent with Montessori philosophy, principles, and practices. They shall conduct their class in a manner than is consistent with, and in collaboration with, the Guide(s) of their students.

Hours and Physical Requirements

The PM Care Lead shall be present during the hours of school operation plus whatever other time is necessary to conscientiously carry out all items in the job description. This includes:

- Maintaining a prepared environment in the PM Care environment (and shared classroom and bathroom spaces) so that
 - Materials are clean, complete, and in good repair; develops and procures materials as needed
 - The room itself is clean and repairs are made or reported
- Being physically and psychologically prepared at the time of working with the children
- Providing supervision of children until all have been dismissed
- Lead role (planning and supervising as needed) for all childcare offered during school events

Working with Support Staff

The PM Care Lead will meet with their assistant(s) on a monthly basis and otherwise, as needed. Communication with the PM Care Lead's assistant(s) is of the utmost importance and will be an integral part of each day. The PM Care Lead will treat their assistant(s) respectfully whilst also providing direction. The PM Care Lead may also, at times, supervise the classroom assistants, interns, substitutes, and parent volunteers. They will provide necessary instruction and training for those assisting in the classroom environment.

Professional Development

The PM Care Lead will attend all staff meetings and other staff functions scheduled by the Head of School. The PM Care Lead will take responsibility for their continued professional development by attending workshops and seminars, observing at other schools, and developing skills and interests (e.g., art, music, etc.) that enrich both personally and professionally.

- The PM Care Lead will maintain records of and stay within classroom budget every year.

Health and Safety

The PM Care Lead is expected to have RRCAN, ICCHS, PBBT, and FFL training, as well as approved First-Aid/CPR/AED and ASQ Trainings, and to keep them (and other required trainings) up to date as needed.

The PM Care Lead will be aware of and carry out all health and safety standards, including but not limited to:

- Food Handling
- Fire/Emergency Safety
- Earthquake Preparedness

- Lockdown Procedures
- The school's child health and safety standards

The PM Care Lead is responsible for seeing that these standards are being applied in their classroom and on any outing for which they are responsible.

Communication

The PM Care Lead will ensure respectful and open lines of communication with caregivers and staff. Be available to caregivers and staff through written and verbal communication and meetings (as needed). This includes but is not limited to:

- Timely communication and collaboration with Guide(s) regarding anything of note (from PM Care or other times of the school day) regarding shared students
- Written notes
- Regular and consistent communications (via email, Transparent Classroom, etc.)
- Collaborate with colleagues and the school's leadership in the design and implementation of innovation within the context of the school's overall program and mission.
- Model integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.

Any communications addressing sensitive issues should be copied and given to the Head of School. The school's communication policies, as stated in the staff handbook, will be followed at all times.

PM Care Lead as Assistant

The responsibilities when assisting in the classrooms before PM Care include, but are not limited to:

- Supports the work of the Guide.
- Assists the Guide in preparation and maintenance of the prepared Montessori environment as directed.
- Assists in cleaning the environment, refilling supplies, and properly storing all classroom supplies. Supply requirements and needs regarding this responsibility should be discussed with the Guide.
- Assists the Guide with the care and maintenance of classroom materials, including classroom dishes and laundry.
- Phrases directives positively when speaking with the children.
- Works with individual and small groups of children as directed by the Guide in the classroom, and the outdoor environment.
- Shares the responsibility for the safety and physical well-being of the children at all times. The children are not to be left unattended or unsupervised, ever, and the classroom ratios must be maintained during outdoor time as they are inside.
- Helps maintain strong relationships with the families, characterized by mutual respect and goodwill.
- Reports any and all accidents/incidents at once. Prepares written reports (according to our Guidelines) stating all pertinent details; written with care, warmth, and professionalism.
- Helps supervise children in the execution of evacuation and other emergency drills.
- Shares questions and observations with the Guide.
- Protects the privacy and peace of the children at work.
- Aid children in the bathroom, as necessary (not giving more help than needed)
- Encourage/expect children to be involved in setting up and maintaining the environment.