



**LOWER ELEMENTARY
TEACHER LEADER POSITION**
English | En Español



| Position Title | MWMS School Site | Hiring Partner |
|---|--|----------------------------|
| Lower Elementary Teacher Leader | Cosmos Montessori (Cosmos) | MWMS |
| Employment Status | FLSA Status | Salary Range |
| <input type="checkbox"/> Temporary/On Call <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input type="checkbox"/> Non-Exempt (overtime eligible) <input checked="" type="checkbox"/> Exempt (not overtime eligible) | \$50,000 - \$60,000 / year |

Cosmos Montessori is seeking a Teacher Leader Partner to support the launch of its lower elementary classroom. In this position you will work in collaboration with Cosmos Montessori Teacher Leaders to lead all aspects of the lower elementary program from teaching in the classroom to managing day-to-day operations, drawing on tools and resources from other peer Teacher Leaders and the support of the Wildflower network.

As leader of an MWMS school site, you and two partners will lead all aspects of the micro-school site, managing day-to-day operations.

Purpose

The following job description establishes the base level essential duties and responsibilities for the Lower Elementary Teacher Leader role at Cosmos Montessori, a school site of Minnesota Wildflower Montessori School (MWMS). The person holding this role will hold shared leadership and decision-making authority for the School Site for both classroom/curricular and administrative areas, be a creative problem solver, and bring a community-centered orientation to the work.

Essential Duties and Responsibilities

The essential accountabilities include, but are not limited to the following:

- Contributes to the growth and development of Cosmos Montessori and the community of Teacher Leaders within MWMS by supporting an open and effective work culture in which all Partners build trust, rely on each other, and collectively work toward the shared purpose of the charter.
- Understanding of and alignment with [Wildflower's purpose, principles, values, norms and ways of working](#)
- Embraces the cultivation of a Montessori learning environment responsive to the needs of the child, accessible to all, and that supports the growth and development of the individual students and community.
- Establishing and maintaining the school's roles and responsibilities in alignment with the Wildflower Roles & Responsibilities Process, which will result in defining and assigning essential roles and responsibilities beyond this base role in furtherance of the purpose of the School Site.
- Actively engaging in self-guided growth and learning journey. At least once annually, school leaders must submit a performance evaluation meeting the MN statute 124E.12 subd. 1 and 2
- Acting in the best interest of the school and its students
- Maintaining all required licenses and qualifications necessary for roles held at the school

Curriculum and Pedagogy:

- Teach the entire Montessori curriculum including Great Lessons, music and art.

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- Adhere to the Montessori philosophy of integrated, connected subject matter
- Teach cultural content that is reflective of the diversity of the students

Student Achievement:

- Hold all students to high academic standards, set and pursue rigorous academic goals, ensure academic achievement of all students and put them on the path to success.
- Actively work to reduce any identified achievement gap within the class.

Instructional Excellence and Planning:

- Demonstrate strong content knowledge.
- Utilize on-going formative and summative assessments to assess student mastery of content and uncover gaps in student knowledge.
- Design grade-level, standard-based goals and instruction.
- Meet a range of needs by ensuring students receive differentiated and individualized instruction and support daily.

Classroom and School Culture:

- Create a positive and achievement-oriented learning environment.
- Set up and reinforce clear expectations and routines aligned to Montessori philosophy and principles of grace and courtesy.
- Maintain a joyful classroom environment.
- Embrace school-wide culture and design classroom to reinforce school values and culture.

Data Analysis:

- Use data from observations, interim assessments and other formal and informal sources to adjust and direct instruction.
- Collaborate with team members to assess effectiveness of instruction.
- Create intervention plans for students behind grade-level based on data.

Student-Family Relationships:

- Create a joyful and supportive learning environment for students and their families.
- Build rapport with students outside of class
- Maintain regular communication with families around student academic and character development.

Professional Growth:

- Seek feedback to improve performance in instructions, planning, culture, and leadership.
- Reflect on and pursue development of professional growth.
- Participate in structured and informal professional development opportunities.

Communication and Professionalism:

- Communicate effectively and demonstrate professional behavior toward students, families, and co-workers.
- Collaborate with colleagues to ensure a joyful and same school environment.
- perform other duties as needed.
- Maintain professional appearance, timeliness, and reliability.
- Respond to stress and conflict with professionalism.

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Language/Communication Skills:

- Must have excellent verbal and written communication skills in English.
- Bilingual in Spanish preferred.

Mathematical Skills:

- Must be proficient and able to teach all math skills through algebra.

Computer Skills:

- Proficiency in word processing required.
- Must be able to navigate several on-line systems for assessment and lesson recording/planning purposes.

Reasoning skills:

- Must be able to analyze assessments and proficiency data and use analysis to inform teaching strategies and lesson content.
- Must be able to analyze behavior antecedents and results and draw valid conclusions.

A Note About Special Assignments:

Teacher Leaders may from time to time, take on a project or role that is outside their regular duties as Teacher Leader and that serves the purpose of MWMS (defined as "Teacher Leader on Special Assignment").

Minimum Qualifications

- Licensed to teach Elementary Montessori Education in Minnesota or a bachelor's degree and MACTE-accredited Montessori certification.
- AML trained in Montessori Elementary Education.
- 3-5 years of related experience or relevant coursework.
- Experience working with diverse students and families.
- Experience working with students with special needs.
- Entrepreneurial mindset.
- Good oral and written communication skills.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things (e.g. Conscious Discipline).

Preferred Qualifications

- Bachelor's degree and/or Minnesota Public School Teacher License
- Fluency in more than one language (preferably Spanish)

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions to be performed in a typical classroom and school environment and are subject to possible modification to

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reasonably accommodate individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Cosmos Montessori is a school site located in South Minneapolis and part of Minnesota Wildflower Montessori School (MWMS, 4265-07), MWMS is an affiliate of The Wildflower Foundation, and a public charter school authorized by Osprey Wilds. Please visit the MWMS website to learn more about our charter.

Apply today by sending a resume and cover letter to Veronica Vital and Laura Cefalu at veronica@cosmosmontessorischool.org / laura@cosmosmontessorischool.org

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