



- Friday afternoon responsibility to work with parents to assure classroom space is ready for weekend use by Portland Mennonite Church. This includes: clean kitchen, shared resources returned to agreed upon locations, SMMS's classroom materials are put in storeroom.
- Provide direction and oversight to the Assistant classroom teacher.
- Other duties as assigned by the SMMS board.

### **Required Knowledge and Skills**

- Ability to work independently with minimal direct supervision
- Strong interpersonal skills and communication skills
- Strong organizational skills, including ability to keep materials organized, manage school records, and maintain timeliness of monthly newsletters and other parent communication
- Takes initiative to maintain regular communication with the SMMS Board Chair (and other board members, as needed) regarding day-to-day operations, challenging situations and workload considerations.
- Must value working in a shared-use/community setting, with a willingness to embrace the benefits and challenges inherent in it
- Ability and willingness to form collaborative relationships with other people/groups who use the same space, including PMC pastors and staff, the kitchen coordinator, facilities manager, and other individuals or committees
- Ability to work program-designated hours, including early afternoon hours (following the morning session) and occasional evening hours (i.e. parent nights, board meetings)

### **Relationship with Portland Mennonite Church (PMC)**

- The Lead Teacher's personal faith should be consistent with the beliefs and values of Portland Mennonite Church. See "SMMS History & Philosophy."
- Develop collaborative working relationships with the PMC Pastors and PMC Office Administrator to assure the shared-use space meets the needs of all users.

### **Education and/or Experience**

- Bachelor's degree (BA/BS) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Montessori Certificate from an accredited Montessori Teacher Training Program strongly preferred (or ability to obtain one during the first year; partial financial support provided)
- Three or more years of teaching experience in a Montessori classroom.
- Musical ability strongly preferred.
- Willingness to further personal development

### **Length of Position/Contract Period**

- 24 hours/week (14-hours teaching time, plus 10-hours for admin/prep work)
- 4 day a week morning program (9 am – 12:30 pm, Tuesday - Friday)
- 40 weeks per year (includes weeks before and after the school year but not school breaks)
- Salary paid over a 12 month period

### **Compensation/Benefits**

- Competitive Salary (starting salary \$22 - \$27/hr. commensurate with qualifications & experience)
- Personal and Sick Leave
- Continuing Education
- 10% contribution to retirement plan after one year
- 50% Tuition Discount for Enrolled Children