



2 Montessori Way  
Camden, South Carolina 29020  
Phone: 803.432.6828 Fax: 803.432.6422

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**Position:** Infant Classroom Director (Ages 6 weeks - 18 months)

**Nature of the position:** The Infant Classroom Director first introduces parents to the climate and culture of MSC. Serving as a guide for the child's development, the director carefully prepares and supervises all aspects of the classroom environment following the principles of Dr. Maria Montessori. The director interacts with parents, colleagues, administrators, and the general public in a professional, peaceful manner consistent with the Code of Ethics. He/She maintains professional standing by membership in a professional organization and by participating in Montessori training, annual conferences, and other educational opportunities as needed. She collaborates closely with assistants, colleagues, and administrators to ensure smooth coordination of efforts.

The Lead Teacher of an Infant Montessori classroom establishes an environment in order to educate the whole child using developmental milestones, peace education, and day to day care to create an authentic Montessori education. The Lead will observe, supervise, and guide the children in their development. Additionally, the guide will document and monitor development, develop and carry out lesson plans, create curriculum based on observed student needs and establish a rapport with parents through daily communication.

**Qualifications:** The fully qualified candidate:

- a. Holds a minimum of an Associate's Degree, Bachelor's Degree preferred
- b. Has completed a Montessori certification course at the appropriate level offered by a MACTE-accredited teacher education program or demonstrates willingness to complete such training.
- d. Has demonstrated the leadership and management skills necessary to manage all aspects of the position.

**General duties:**

Adhering to Montessori philosophy and principles, the ideal candidate will:

- Maintain the prepared environment to nurture each child's growth and development.
- Adhere to DSS guidelines and ABC Quality Guidelines
- Develop materials as necessary to enrich the curriculum and meet educational objectives.
- Maintain and keep current appropriate student records, tracking both daily habits of the child and the child's progress toward developmental milestones.
- Plan for continuing professional growth by maintaining membership in professional society and attending professional development workshops.
- Communicates with parents on a daily basis regarding their child's basic needs through maintaining accurate and timely records in Transparent Classroom (training provided if needed), by hosting parent teacher conferences per the school calendar, offering a minimum of monthly classroom updates to families, completion of incident reports and responding to parent concerns, questions and feedback in a timely fashion.
- Supervises, mentors, and develops the skills of assistants (and/or interns) to produce a respectful, safe, creative environment by routinely providing feedback
- Participates in the school identified feedback process (currently ADEPT & DERS)
- Contributes to the spirit of teamwork in and overall success of the school by showing participatory energy, enthusiasm, and allegiance to MSC. Attends and participates in school and staff social functions, in-service workshops, and fundraisers. Participates in the debates and offers suggestions in

discussions of direction of the school at staff meetings, Annual General Meeting of the Board of Directors, and as other opportunities present themselves. Volunteers to sit on and lead committees.

- Performs routine administrative and cleaning tasks related to the success of the classroom.
- Other duties as assigned by the Head of School that relate directly to the successful execution of a Montessori Infant program.

**Supervision and feedback:** Head of School

**Salary & Benefits:** Per the MSC Policy and Procedures Manual Salary Schedule