

CASTLE ISLAND

BILINGUAL MONTESSORI

INNOVATIVE. INTERCULTURAL. INCLUSIVE.

- A JOYFUL LEARNING COMMUNITY SINCE 2012 -

Spanish Immersion Accredited School | Downtown Albany NY | Toddler through Adolescence

Job Posting: Elementary Guide (Teacher) for Mixed-Grade Classroom

Application Deadline: April 30, 2025 Please send resumé to Diane M Nickerson, School Founder & Director, at diane@castleislandmontessori.org.

Starting Salary: \$41,200 increased based on experience and credentials; benefits include professional development and training, tuition discount for dependent children, paid holidays, and employee perks; full-time salary in proportion to education, experience, and credentials.

Hours: 8:00 am – 3:30 pm, Monday – Friday according to the Ten-Month Academic Calendar, plus Professional Development & School Event Hours

Description of School Employer: Castle Island Bilingual Montessori in Albany NY seeks an Elementary Teacher for a Montessori classroom of 6-12 year old children to start in the 2025-26 academic year. *AMS or AMI credential required*, along with interest and experience in bilingual English/Spanish education. Our AMS Accredited School serves children ages 15 months through 12 years – growing to include children through 14 years. We are a community-based nonprofit school guided by a board of trustees, a founding school administrator, a collegial faculty team, and a parent leadership group with a commitment to diversity in humanity and Earth stewardship, and to Montessori philosophy and pedagogy. Our metropolitan setting and multicultural community of families and staff provides a dynamic setting for learning in Downtown Albany with access to diverse opportunities for outings and guest speakers. The children have easy access to city parks and playgrounds, in addition to our outdoor classroom and raised garden beds on campus, for daily outside experiences. Families enjoy monthly school events to celebrate the children's learning in community, as well as programs developed specifically for parenting and parent education. Children emerge from Castle Island as citizens of the world - confident, independent and skilled in intercultural communication and leadership. Benefits include professional development and training, paid holidays, and employee perks; full-time salary in proportion to education, experience, and credentials.

Requirements: Guide the children in the classroom with high fidelity to Montessori principles, plan and direct long- and short-range activities and assume responsibility for the children's safety, welfare and education. Detailed description:

Montessori Leadership:

- Establish and maintain Montessori classroom culture, paying particular attention to the needs of children, as well as parents new to the Montessori philosophy

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- Lead with enthusiasm, confidence, punctuality, and positive spirit of collegiality to support the school's mission
- Plan, prepare, and maintain all units of study, lessons, and materials
- Ensure that children arrive each day to a clean, well-prepared Montessori learning environment.
- Spend at least 30 minutes daily preparing classroom for the following day
- Contribute to classroom and facility clean-up as requested by school administration
- Regularly review student progress, teaching priorities, and classroom concerns with Assistant
- Maintain individual academic records necessary for progress monitoring
- Call to attention of the School Director any students with special difficulties or needs and be prepared to discuss with parents
- Implement and update curriculum as student needs dictate
- Contact and meet with specialists and/or parents regarding children with special needs
- Schedule all guest presenters and organize field trips (*excursiones*)
- Prepare the children in the Upper Elementary Program for standardized testing
- Plan and prepare children and the materials needed to perform two annual curriculum demonstrations for families, one presented in Spanish
- Promote healthy eating practices, encouraging grace and courtesy during meal times
- Care for all classroom animals and plants
- Organize teacher planning days for changing out materials, cleaning, reorganizing works, and providing feedback and trainings as needed

Record-Keeping:

- Carefully observe and keep records on each student's individual progression through the classroom, and input in Transparent Classroom for permanent records
- Organize a record-keeping system for Assistant regarding children's works
- Record and maintain student progress and attendance using online platform
- Complete individual Montessori records including Child-Parent-Teacher Conference forms for all students for their permanent folders twice a year
- Plan and prepare children and the materials needed to perform two annual Child-Parent-Teacher Conference

Supervision of Classroom Assistant:

- Provide supervision to the assistant teacher, including guidance, development and evaluation with help from the Director
- Be responsible and ensure that all classroom assistants are in adherence of school policies
- Conduct weekly classroom staff meetings and lesson planning for upcoming weeks.
- Conduct 5-10 hours of training to assistant within the first month of the school year

Administration:

- If requested, provide monthly written updates to the School Director
- Ensure that the materials and classrooms are clean, safe and maintained, report any maintenance issues to School Director
- Check and read school email and the online family communicator daily – downloading and sharing professional articles with assistants
- Attend weekly staff meetings, 3:30-4:30pm

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Family Communication:

- Maintain appropriate, professional relationships with families, staff and volunteers; and, at all times, on and off duty, behave in a manner appropriate for a child educator
- Maintain regular communication with parents through monthly newsletters
- Make time available to parents via phone or in person as needed for legitimate concerns
- Communicate with parents via email and the online family communicator
- Communicate on and participate in CIBM social media pages
- Contact parents when children are absent in excess of two school days
- Return phone messages or emails received within 24 hours, Mondays - Fridays
- Prepare for and schedule individual communication with all parents during the year, including twice yearly parent conferences and curriculum events

Other Duties:

- Promote the mission of Castle Island Bilingual Montessori in daily interactions with families and the community at large
- Seek and participate in yearly professional development including conferences and courses
- Maintain excellent regular communication with Administrator
- Maintain knowledge of, and adhere strictly to, relevant facility, local, and state procedures
- Read and be familiar with CIBM Family Handbook, Staff Handbook, Safety Plan, Resource Directory and other relevant facility policy
- Participate in the school's annual parent and family events including occasional social events, two open houses and parent education workshops. If requested, give presentations on Montessori topics.
- Additional duties as assigned by the School Director

Physical Requirements:

- Frequently is required to stand, walk, sit, use hands to handle or feel, reach with hands and arms, and to stoop, kneel, crouch or crawl.
- At times, may require more than 40 hours per week to perform the essential duties
- Transportation time spent commuting between sites for meetings and trainings

Qualifications and Education Requirements:

- B.S., B.A. degree or higher in Education, Early Childhood Education/Child Development; or Related Field
- Elementary Level (Lower and/or Upper) AMS Credential (or AMI Diploma) from a MACTE Accredited Montessori Teacher Education Program
- First Aid/CPR Training (provided by Castle Island every other year)
- 5-clock-hour Child Health & Safety Course, within 1 month of employment
- 5-clock-hour Child Abuse Prevention Course, within 1 month of employment
- 10-clock-hours of Annual In-service Professional Development Training completed between July 1 and June 30 each year
- 3-clock-hours of Observation of a Montessori Classroom at another school completed between October 1 and May 31 each year