

# Diocese of Nashville

<https://dioceseofnashville.com/job/learning-center-montessori-teacher/>

## Learning Center Montessori Teacher

### Description

The Learning Center is a Montessori-based homeschool hybrid ministry of Saint Philip Church serving pre-school through high school students. The Learning Center Montessori Teacher partners with families to provide a faith-filled, academically rich, and developmentally appropriate learning environment for primary students. This role integrates authentic Montessori principles with Catholic values and classical virtues to support the spiritual, intellectual, social, emotional, and physical growth of each child.

The teacher serves as a guide and mentor, fostering independence, curiosity, self-discipline, and a love of learning through hands-on, student-centered instruction. Working collaboratively with parents and staff, the Montessori Teacher creates a peaceful and orderly classroom rooted in Catholic identity, respect for the dignity of each child, and a commitment to nurturing students in truth, beauty, and goodness.

As an employee of Saint Philip Church, this employee must publicly and privately uphold the teachings of the Roman Catholic Church, its faith and its values. Because of the employee's association with the Church, all writing for publication or distribution and all social media – personal or professional – must be consistent with Roman Catholic teachings and values.

### Work Schedule

The working hours for this position are generally during the school day. Occasional flexibility is required to participate in staff meetings and events after school hours or on weekends. The school year is generally August through May, although professional development opportunities may be pursued, if desired, during the summer months.

### Key Responsibilities

#### *Faith Formation*

- Model and uphold Catholic values and teachings in all interactions
- Integrate Catholic faith and virtues naturally throughout the school day, including daily mass with the students
- Lead students in prayer, religious activities, and liturgical celebrations through the Montessori-based Catechesis of the Good Shepherd.
- Foster a classroom culture rooted in charity, reverence, respect, and joy

#### *Montessori Instruction*

- Prepare and maintain an orderly, beautiful, and developmentally appropriate Montessori environment
- Guide students using Montessori methods that encourage independence, concentration, self-discipline, and hands-on learning
- Observe students carefully and provide individualized instruction based on developmental readiness
- Present lessons using Montessori materials and follow-up activities
- Support mixed-age learning and collaborative peer interactions

### Hiring organization

St. Philip Catholic Church

### Job Location

Franklin, TN

### Date posted

June 15, 2026

### Valid through

04.09.2026

Interested candidates [should submit a resume and application on Paylocity \[CLICK Here\]](#).

### ***Academic Responsibilities***

- Teach academic subjects according to the needs of the attending families using the Montessori philosophy
- Provide differentiated instruction to meet diverse learning needs
- Monitor student progress and maintain accurate records of curriculum presentations using an on-line system

### ***Parent Partnership***

- Collaborate closely with parents as primary educators of their children
- Maintain regular communication regarding student progress, behavior, and classroom activities using an on-line system
- Provide guidance and support for families implementing learning at home
- Participate in parent conferences when requested

### ***Classroom Management***

- Establish clear expectations and peaceful classroom routines
- Promote grace, courtesy, and conflict resolution among students
- Ensure the safety and well-being of all students
- Maintain cleanliness, organization, and care of classroom materials

### ***Administrative & Community Duties***

- Attend staff meetings, formation opportunities, and professional development sessions
- Participate in school Masses, feast day celebrations, and community events
- Assist with school-wide initiatives and special projects as needed  
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### ***Miscellaneous***

- Perform other duties as assigned
- All parish staff are expected to assist as needed for special efforts and events, often with simple tasks outside of normal job duties

### ***Supervisory Responsibilities***

Although Teachers do not formally supervise Classroom Assistants, they do provide direction to them regarding day-to-day activities in the classroom.

Requirements

### ***Qualifications***

- Bachelor's degree in education or related field preferred
- Montessori certification required
- Experience teaching children in a classroom, homeschool, or Montessori setting preferred.
- Strong classroom management and communication skills
- Ability to work collaboratively with parents and staff
- CPR/First Aid certification is required and can be obtained here at Saint Philip if necessary.
- Satisfactory completion of a criminal background check and the diocesan Safe Environment training

## **Additional Skills and Requirements**

- Practicing Catholic in good standing preferred
- Joyful, servant-hearted approach to education with a deep love for children and respect for their developmental journey
- Ability to balance structure with flexibility
- Warm, patient, flexible, and organized demeanor
- Committed to maintaining confidentiality and professionalism when handling parish information and surrounding conversations, even when not specifically stated.
- Excellent verbal and written communication skills
- Respect for and sensitivity to all cultural and ecumenical groups
- Flexible and dependable, willing to adjust with grace to changing parish needs
- Strong organizational and time management skills, including the ability to multi-task
- Self-motivated with the ability to prioritize and work under minimal direction and supervision

## **Physical Demands**

- While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands and arms for office work-station duties, use hands to operate a computer and other basic office duties, talk and hear
- The employee may occasionally lift and carry items such as classroom supplies weighing up to 20 pounds; items weighing more than this will be safely moved and carried by two or more people
- Specific vision abilities required by the job include close, distance and color vision, and the ability to adjust focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties

## **Work Environment**

- This job is performed indoors in an office with multiple people
- Classroom-level noise is expected
- Saint Philip Church is a smoke free campus

## **To Apply**

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