



## City Garden Montessori School

### Lead Guide (Teacher) Primary

The City Garden Montessori School Lead Guide understands and promotes the school's mission, vision, objectives, and policies both within and outside the school community. The Lead Guide is responsible for providing an instructional program delivered with both Montessori and an anti-bias/anti-racist pedagogy.

The Lead Guide reports to the School Principal and works in partnership with their assistant guide, other instructional staff, and parents to nurture the comprehensive development of all children in the school grounded in the Montessori method of education.

### Responsibilities

The Montessori Guide's responsibilities include creating lesson plans and curricula focused on developing social, physical, intellectual, and emotional skills, assessing children's individual needs, and communicating with parents as required. They should be able to create a nurturing, stimulating classroom where every child feels included.

A successful Montessori Guide is a lifelong learner who inspires a love for learning in your students, and is able to accept failure, learn from their mistakes, and embrace creativity and independence.

### Planning, Preparation and Instruction

- Makes use of the resources such as School Curriculum, Montessori Albums, State Standards and current research based instructional practices, to develop lesson plans, independent learning exercises, curricula, and methods that cater to the needs of the individual child.
- Monitoring and assessing student progress and writing up reports.
- Responsible for maintaining an on-going dialogue with specialty teachers and coordinating curriculum integration and implementation with these teachers.
- Understanding and implementing ABAR principles.
- Work with students of various abilities assigned to the classroom, including those with learning differences as diagnosed. The teacher may be required to participate in meetings, training, and planning cooperatives to fully meet each child's needs.
- Use various assessment tools/strategies as applicable such as the Missouri Assessment Program, NWEA, observations, children's work samples, continuums of development, portfolios, etc. to help make instructional decisions for individual students.
- Create and communicate weekly learning plans for all students.
- Plans and coordinates classroom field trips supplies budget, ensuring all resources are used in support of educating students and the school's mission.
- Assists in the development of and participates in school functions, including but not limited to Open Houses, Transition Nights, Curriculum Nights, Parent Orientations and the Family Field Day.

## **Classroom Environment/Management**

- Establishing rapport and building relationships with students based on trust.
- Preparing an environment in which the furnishings and materials are complete, available and in working condition, and correspond to the needs of the group.
- Creating and maintaining a safe, clean, stimulating classroom where all children feel safe and valued.
- Maintaining a clear, orderly, and attractive Montessori environment, including the care and maintenance of classroom materials and equipment.
- Communicating needs for the classroom in accordance with school norms, i.e., maintaining inventory of classroom materials and any additional materials needed.
- Setting an excellent example for students and instilling good values in them like honesty, accountability, understanding, tolerance, respect, love, and kindness.
- Observing, guiding, supervising, and assessing children while they learn in the classroom environment.
- Responsible for the safety of the children left in their charge until dismissed to a responsible adult.
- Ensures that the physical environment adheres to all health and safety regulations as required by the State of Missouri and City Garden policy.

## **Communication**

- Updating records on the school database and handling various other administrative tasks.
- Responsible for communication that supports an understanding of the school's program, develops positive relationships within the school community, and protects the privacy and confidentiality of each student and family.
- Establishes a positive relationship with parents and guardians and maintains regular communication with parents and guardians with regard to their child's specific needs. The guide provides for parent and guardian conferences, meetings and communication throughout the school year in accordance with school policy. Responds to parent and guardian concerns in a timely manner.
- The Lead Guide communicates to parents and guardians and others in the school community about the classroom and curriculum. The teacher develops and participates in parent and guardian programs that help develop an understanding of the Montessori Curriculum.
- Completes required report cards/ progress reports in accordance with school policy.

## **Professional Responsibility**

City Garden believes all employees must take an active role in their development as professionals and in developing City Garden as an institution of learning. Lead Guides will:

- Perform self-assessment and refinement of practice in the classroom as well as collaborative professional growth.
- Actively participate in a regular evaluation process including classroom observations, feedback conferences, and an annual self-evaluation toward goals set by the guide and/or in conjunction with the school principal.

- Maintain their teaching skills and participates in professional development activities (both within the school community and attendance at conferences, workshops, etc.).
- Participate in collegial activities designed to make the entire school a productive learning environment, for example, age level meetings, curriculum discussion groups, working committees, mentoring, etc.
- It is expected that Lead Guides attend all scheduled meetings and professional days as appropriate to their level. The Lead Guide participates and shares information from professional development activities with colleagues to benefit the learning community.
- Obtain and maintain certifications in Montessori and DESE as appropriate for the grade level and subject area, develops positive relationships within the school community, and protects the privacy and confidentiality of each student and family.

### Related Duties

- Takes an active role in developing City Garden as an institution of learning
- Participates in staff meetings, school events, and conferences
- Managing a classroom team of 1-2 adults, including training, supervision and evaluating the assistant guide and any support staff assigned to the classroom
- Keeps information confidential
- Is professional and positive in all dealings with students and parents
- Participates in school functions when requested by the Principal, including but not limited to Open Houses, Transition Nights, Curriculum Nights, Parent Orientations and the Family Field Day
- Responsible for reading the employee handbook and adhering to the guidelines and policies as established in the employee handbook

### Minimum Qualifications

- Bachelor's degree in Early Childhood Teaching, Education, or a related discipline
- 2+ years classroom experience
- Certification in at least one of the following:
  - Montessori Certification from AMI/AMS or other highly regarded Montessori certifying authority
  - Teaching Certification with Missouri Department of Elementary and Secondary Education (DESE)

### Preferred Qualifications

- 7+ years of teaching experience in a public school or urban setting
- Certification in both of the following:
  - Montessori Certification from AMI/AMS or other highly regarded Montessori certifying authority
  - Teaching Certification with Missouri Department of Elementary and Secondary Education (DESE)
- Equity and Anti-Biased/Anti-Racist training

## Environment

### *Working Conditions*

Indoor school environment, with the majority of work performed in a classroom setting.

### *Physical Demands*

Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain student records files. Nature of work requires an ability to operate standard office equipment (telephone, computer, printer/copier). Have the ability to stand, bend, reach high and low, stoop, and walk around, sit on floor for periods of time. Be capable of physically assisting students as required (positioning, lifting, transferring, restraining, etc.), up to 30 lbs. on a daily basis.

*City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.*