



City Garden Montessori School

Lead Guide - Elementary

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.

The ideal Lead Guide candidate will...

- 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)
- 7+ years of teaching experience in a public school or urban setting
- Be deeply committed to whole-child education, having proven success and outcomes in meeting children's needs holistically
- Have a grounding in anti-bias education and antiracist values and principles, and is excited to be part of a school that is reimagining education through these lenses
- Be eager to engage deeply with students, teachers, staff and families as partners

Responsibilities

Planning, Preparation and Instruction

The Lead Guide provides instruction that supports the development of the cognitive, emotional, social, physical and spiritual growth of the child.

- Use the School Curriculum, Montessori Albums, State Standards and current research based instructional practices to develop interdisciplinary units of instruction that meet both the group and individual needs of students.
- Responsible for maintaining an on-going dialogue with specialty teachers and coordinating curriculum integration and implementation with these teachers.
- 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 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.

Classroom Environment/Management

The Lead Guide is responsible for preparing an environment that meets the sensitive period/plane of development of the children he/she works with.

- Preparing an environment in which the furnishings and materials are complete and correspond to the needs of the group
- 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 policy, i.e., maintaining inventory of classroom materials and any additional materials needed.
- Creating an environment that demonstrates rapport with, respect and kindness for, all students as well as between students. The teacher models and teaches conflict resolution and problem-solving strategies in the classroom.
- Responsible for the safety of the children left in his/her 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.
- Manages classroom field trip and supplies budget ensuring all resources are used in support of educating students and the school's mission.

Communication

The Lead Guide communicates with gentleness and respect, at all times, to students and in a professional, positive manner to parents and colleagues.

- 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.
- 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.

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.). The guide is a member of professional organizations and is aware of major areas of research in teaching and resources for professional learning.
- 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.

Related Duties

- Conduct new student interviews and hosts prospective student applicants in the classroom as requested through admissions.
- Complete and maintain all records, reports, evaluations, and inventories of student records and tests in a timely manner as may be required by the school.
- Responsible for reading and adhering to the guidelines as established in the employee handbook and adhering to all school policies.
- Manage a classroom team of 1-2 adults, including coaching, supervision and participating in the evaluating the assistant guide's performance .
- Participating in the interview process and orientation of new staff members.

Qualifications

- Bachelor's degree
- Teaching Certification:
 - Montessori Certification from AMI/AMS or other highly regarded Montessori certifying authority – OR –
 - Certification (or ability to obtain certification) with Missouri Department of Elementary and Secondary Education (DESE) in the applicable subject and grade level
- At least 3 years elementary grade classroom experience, preferably in a public or urban setting
- Demonstrated commitment to equity and anti-biased/anti-racist principles
- Strong written and verbal communication skills
- Exemplary organizational skills

Preferred/Additional Skills

Training in systemic racism, dismantling racism and addressing privilege (must have a firm grasp of anti-bias/anti-racism language and framework)

Environment

Working Conditions

Indoor school environment, with the majority of work performed at a desk or sitting, with travel to and from individual classroom locations.

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 40 lbs.

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.