



The Montessori School

Role: Lead Guide in Primary Classroom

Schedule: 8:00am - 4:00pm beginning August 15, 2022

Pay: Starting at \$35,000-\$45,000 depending on years of Montessori experience and education level

Location: 750 Howard St. Kalamazoo, MI 49008

Benefits: 401(k), 401(k) matching, Paid time off, Health Insurance, Dental, Vision, Tuition Discount for dependents (25% off)

To Apply: Submit a resume to headofschool@themontessorischool.org. Applicants will be considered as they apply.

The Montessori School is a non-profit, private education institution for children ages 3–12 and provides a warm, vibrant, educational home designed to foster a love of learning. EOE www.themontessorischool.org.

The Montessori Lead Guide helps direct their student's activities academically, socially, emotionally, and physically in a prepared Montessori environment that challenges each child to reach their full potential in these developmental areas in accordance with the Montessori philosophy and procedures for the age group which Montessori diploma is held.

General duties include, but are not limited to:

- Lead guide shall lead/teach at the school during normal working hours on all regularly scheduled work days, and at other times as specified below. They agree to devote full time and attention during normal working hours to their duties as a Montessori Lead guide of the school.
- Lead guides will report directly to the Lead Coordinator who is under the overall supervision of the Head of School.
- Lead guide will complete conference reports, maintain student records, and share student progress required by the school.
- The Lead Guide agrees to these days/schedule adjustments:
 - i. Staff meetings once a month 3:30-5:00
 - ii. To meet from time to time with families for the purpose of informing them of student progress, program content, and open houses.
 - iii. To participate in the organized program of parent education as set forth by the Head of School.
 - iv. To participate in school events (Oktoberfest, Main Event, Open houses, Journey and Discovery, Concerts, Camp, etc.)
 - v. To provide reasonable availability, contact, and communication with families.
 - vi. To schedule a classroom open house to explain the school's distinctive nature to families of prospective students to promote the school.
- Lead guide will be certified and renew training in children's CPR/first aid as required by the State of Michigan.
- Duties also include supervision of classroom assistants, including guidance, development and evaluation with the help from the lead coordinator.

Specific Duties Relating to Teaching, Education, and the Classroom

The specific duties of the Lead Guide shall include, but are not limited to, the following:

- Demonstrate rapport with, and respect and kindness for, the students. Protect the student's health, safety, and welfare within the classroom environment.
- Prepare an environment in which the furnishings and materials are complete and correspond to the needs of the group.

- Be responsible for the care and maintenance of classroom materials; i.s., maintain a safe and orderly environment and update the classroom inventory regularly. The children are to be brought into this responsibility as well.
- Be available to the classroom assistants to provide opportunities to share questions and observations.
- Supervise and evaluate the classroom assistants on a regular basis, both formally and informally. Assist in annual performance reviews.
- Coordinate curriculum implementation with the specialty teachers.
- Maintain current attendance records.
- Maintain and develop written lesson plans for each week.
- Attend staff meetings and other events as outlined above.
- Attend the August back to school training week.
- Prepare cumulative record of each child's academic development at the end of the school year for Elementary lead guides. Primary guides provide "Elementary Assessment" form for each child going to Montessori elementary by May 30.
- Hold two formal conferences with written reports yearly with families in regards to the student's progress and specific needs, and communicate regularly with families.
- Maintain current and accurate academic records.
- Submit academic records and other records during the year as requested by the Head of School.
- Accept responsibility (along with classroom assistants) for the safety and physical well being of the children under your supervision. The children are never to be left alone and in no more than a 1:10 ratio per licensing (primary) and 1:12 ratio per licensing (elementary).
- Notify the lead coordinator immediately of difficulties with students, families, or staff.
- Protect the privacy and confidentiality of each student in the class.
- Establish positive relationships with families.
- Conduct class meetings when appropriate.
- Communicate and cooperate with the Lead Coordinator in regards to program changes in accordance to Montessori Philosophy.
- Submit bi-weekly enews.
- Train and supervise children in the execution of fire, tornado, and lock down drills.
- Report all incidents/accidents in a timely manner and contact families immediately.
- Participate in annual SMART goals, evaluations, and regular classroom observations to work towards goals and objectives set forth by self, Lead Coordinator, and Head of School.
- Collaborate daily with classroom assistants and specialists and provide direction for classroom maintenance, classroom management, and student academic and social progress.
- Assess the needs of the classroom and prepare requests for materials, furnishings, supplies, etc. in order to assist with the framework of the budgeting process; update inventory list; update classroom wishlists.
- Meet regularly with students to work with them in assessing their own success and facilitate an individual path of progress.