

Career Opening at Casa di Mir Montessori School

Position Title: Upper Elementary Guide / Teacher

Reports to: Head of School

FLSA Status: Exempt, Full-Time

Salary: \$65,000 to \$86,000 per year *depending on experience and education*

Casa di Mir Montessori School is hiring for a dynamic Upper Elementary Teacher / Guide to work with students age 9 - 12 in small classes with a co-teacher model. Casa di Mir's Elementary program focuses on the student's development of internal organization of thoughts and ideas, the capacity for imagination, and the thirst for understanding the universe. The Cultural Studies of history, geography, zoology, and botany are integrated into an understanding of the universe and life within it, thus giving a context for everything studied during the lifetime of the individual.

POSITION SUMMARY

The Upper Elementary Guide (Grades 4th – 6th) creates an environment that is conducive to the growth and development of children in the realization of their fullest learning potential. She or he is responsible for the generation and improvement of all school curricula in writing and the pedagogical growth and development of the school as well as the day-to-day teaching and functioning of his or her class. The Guide prepares materials to meet the needs of the children, and operates in a manner in keeping with Montessori Method and concerns for educational excellence.

ESSENTIAL FUNCTIONS

- Applies professional knowledge of Montessori and child development principles in a manner that assures developmental growth.
- Create lesson plans and curricula focused on developing intellectual, social, emotional and physical needs of the students.
- Creates and maintains a safe, clean, stimulating classroom where students feel safe and valued. Protects the working atmosphere of the group from interruption.
- Monitors and assesses student progress. Notifies the Head of School of difficulties with children, parents or staff.
- Collaborates with the Director of Education and Head of School in ensuring that the program fosters the intellectual, physical, social, emotional, and moral growth of students.
- Responsible for the care, maintenance and inventory of classroom materials.
- Provides guidance and direction to the Assistant Guide to ensure practical application of the Montessori philosophy and school procedures.
- Maintains daily academic records and attendance record book.
- Holds parent conferences to discuss each child's progress and maintains ongoing communication with parents as necessary to ensure the child's needs are met.
- Trains and supervises children in the execution of fire, earthquake, and other disaster preparedness drills.
- Attends staff meetings, school events and in-service programs as scheduled. Attends committee meetings and special meetings requested by the Head of School.
- Responsible for the development and implementation of Back-to-School Nights and other parent information sessions.
- Creates classroom newsletters on a schedule approved by the Head of School.
- Other duties as assigned by the Head of School.



QUALIFICATIONS

- Ability to relate to children and adults with maturity, respect and compassion.
- Montessori Credential for appropriate age level – Highly Desired
- Bachelor degree in a related field
- Minimum of 1 year experience at the appropriate age level
- Excellent verbal and written skills
- Demonstrated organizational skills
- First Aid and CPR certification

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Frequently bend, stoop, kneel and crouch in order to assist children; routinely sit on the floor with children. Walk and stand routinely.
- Occasionally lift up to 30 lbs.
- Work in a demanding environment dealing with a wide variety of challenges and a varied and diverse array of contacts.
- Work intermittently in outside weather conditions, including heat and cold.
- Sensory Requirements: this job requires visual and auditory perception and the ability to communicate orally.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABOUT CASA DI MIR MONTESSORI SCHOOL

Since 1989, Casa di Mir has provided rich experiences that support the development of essential life skills and empower students to be engaged citizens. We encourage independence, support collaboration, nurture leadership, and provide tools for social/emotional competence. Casa is the only primary through 8th grade Montessori in the south bay.

BENEFITS

Medical, dental and vision insurance for employees, Life insurance, 403(b) Retirement match, Paid vacation & sick time off, Paid holidays, spring break & last week of December, Tuition discount & assistance for staff dependents.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Casa di Mir Montessori School is committed to providing an open, fair, inclusive, non-discriminatory environment for all individuals across differences of race, religion, sexual orientation, gender identity, national origin, socio-economic status, ethnicity, age, physical ability, or medical condition. We seek to increase the presence, representation, and inclusion of U.S. historically under-represented people of color, international, bilingual and bicultural students, faculty and staff; and, to provide an environment that will attract and retain individuals identified as lesbian, gay, bisexual, transgender, queer, questioning and intersex (LGBTQQI).

Learn more about Casa's Upper Elementary Program; <https://www.casadimir.org/upper-elementary>

Interested candidates should email resume and cover letter to: Anna Chan, Director of Human Resources, achan@casadimir.org.