

Adolescent Lead Guide: Community Montessori School

JOB DESCRIPTION

TITLE: **Adolescent Lead Guide**

SALARY: **(\$50,000 - \$75,000), Exempt**

JOB PURPOSE STATEMENT

The position of Community Montessori School Adolescent Lead Guide is to serve as the lead educator for the Montessori Adolescent Program (MAP). We are seeking a dedicated and innovative guide to develop and establish the foundation for the new adolescent program. The ideal candidate will be responsible for leading a Montessori classroom of adolescents aged 12 to 15 years, fostering a love of learning, and guiding students in their spiritual and academic growth. Community Montessori is located on an 18-acre campus in Georgetown, Tx, offering AMI Montessori programs from Casita, Primary, Elementary and Adolescent. Our dedicated team of educators are deeply committed to fostering a respectful, supportive community- both among colleagues and in our work with children while honoring the philosophies of Dr. Maria Montessori.

ESSENTIAL JOB FUNCTIONS

- Embrace each child's individuality, self-construction, and potential, striving to identify their strengths and areas for continued growth.
- Foster effective communication and organizational skills in adolescents, helping them successfully plan their time and manage work commitments.
- Promote and value diversity in all its forms, creating a learning environment that encourages respectful interactions, collaboration, empathy, and compassionate interpersonal skills.
- Model flexibility and adaptability to prepare students to become independent, responsible, and adaptable global citizens.
- Develop and implement opportunities for adolescents to gain valuable real-world experiences beyond the classroom, including:
 - Facilitating experiences that integrate economics into real-life applications, such as supporting end-of-year internships.
 - Leading a microeconomy program and adolescent-led fundraising initiatives.
 - Design a Montessori curriculum that fosters a strong connection to nature and the land while tying into microeconomics.
- Create lesson plans to provide individualized instruction in Humanities/Language Arts, STEM, and Physical Expression/Occupations.
- Maintain detailed records of lesson plans and monitor academic progress through assessments.
- Conduct regular assessments to identify students' skill levels and areas for growth.
- Identify students requiring additional support and collaborate with Learning Support staff to best meet their needs.
- Partner with families during parent-teacher conferences to develop and implement action plans for students in need of further support.
- Plan and participate in overnight trips with adolescent students.
- Play an active role in guiding students through the preparation, participation, and reflection phases of Model United Nations (MUN), helping them develop skills in research, public speaking, and negotiation.

JOB QUALIFICATIONS

Education:	AMI Montessori training at the adolescent level or willing to attend training
Experience Required	Experience in developing, implementing, articulating and evaluating curriculum and instructional strategies consistent with Montessori principles is required.
Experience Preferred	Prior experience in academic leadership, and classroom management
Skills	Skills to appropriately manage the adolescent age group
Knowledge	Knowledge of AMI standards, adolescent curriculum, and alignment to the Montessori Philosophy
Abilities	Ability to generate required coursework lesson plans that meet the CMS and AMI standards.
Licensure	AMI Certification or willing to train
Terms of employment	Contract based.
Evaluation	Performance of this job is evaluated annually in accordance with the Annual Performance Evaluation Guidelines.

APPLICATION

A complete application will consist of the following (applicants who do not submit a complete application packet will not be considered for this position):

- Letter of Interest
- Current resume
- Three (3) current letters of recommendation
- Copy of any licenses required
- Unofficial transcript(s) of undergraduate and graduate coursework.

ADDITIONAL INFORMATION

Equal Employment Opportunity: Community Montessori School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. All your information will be kept confidential according to EEO guidelines. We are welcoming applicants with diverse lived experiences to join our team!