



### **Elementary Montessori Guide Job Description**

The Elementary Montessori Guide is an essential member of the CMS staff, responsible for preparing the Montessori environment, guiding the children's activities, communicating with parents and staff, and overseeing the activities of the Classroom Assistant for their class. The Guide reports directly to the Executive Director and actively contributes to a positive work environment for all. The work done by the Guide supports the mission, goals, and objectives of the school, as set forth by the Executive Director and CMS Board.

#### **Qualifications:**

- AMI Montessori certification for the 6-12 age level
- Bachelor's degree in education, child psychology, or a related field
- Understanding of Montessori principles and practices as well as general child development
- Good communication skills, is able to establish positive and constructive dialogue with students, staff, and families
- Organizational skills to ensure the planning and documentation of lessons, classroom activities, and student growth and development. (Experience with Transparent Classroom preferred)
- Meet any and all local, state and national requirements for working with children, including background check and current CPR training, among others

#### **Key Responsibilities:**

- The well-being, education, and safety of the students in the class
- Create and maintain a prepared Montessori environment that meets AMI standards
- Clear, respectful and timely communication with parents, ED, and other CMS staff in regards to student needs and progress, the prepared environment, and classroom activities
- Provide direction and guidance for the work of the Classroom Assistant
- Understand and support the school's mission and conduct oneself professionally and ethically on behalf of CMS

#### **Specific Duties:**

- Cultivate a rapport with students based on kindness and mutual respect
- Prepare a Montessori environment in which the furnishings and materials are complete, appropriate for the age level, and meet AMI standards in addition to CMS standards
- Responsible for the care and maintenance of the classroom (the children and Classroom Assistant are brought into this responsibility)
- Ensures appropriate student behavior, both in class and out, throughout the school day
- Promptly notifies the ED of difficulties with children, parents, or staff
- Accepts responsibility, along with Classroom Assistant, for the safety of the children
- Must know, follow, and communicate CMS policies and procedures, as outlined in the CMS Employee Handbook & Parent Handbook, to students, families, and staff
- Supervise and evaluate the work of the Classroom Assistant; provide training for the Assistant, and make themselves available for questions, shared observations & concerns during a weekly check-in meeting after school

- Maintain up-to-date records including daily student attendance, weekly lesson planning (both individual students and/or groups, as appropriate), incidents and behavior reports, and progress/conference reports at least twice yearly
- Establish a positive relationship with parents and communicate regularly in regard to student progress, needs, and difficulties. Meet with parents at least twice per year to discuss the student's overall growth and progress; provide documentation for CMS student files
- Attend staff meetings, professional development, and other school events as required
- Contribute, attend, and participate in parent education events as required
- Participate in 'Going Outs', field trips, and overnight trips as required
- Request classroom supplies with prudence and model for students the stewardship of the earth and its resources by reducing, reusing and recycling where possible
- Conduct oneself with professional standards appropriate for a Montessori Guide.
- Assist CMS Administration in the maintenance and assessment of Montessori materials, classroom furnishings and equipment, and other school facilities
- Assist CMS Administration in onboarding new students and families
- Assist CMS Administration with other projects, planning, and programs as requested by the ED