

Lead Primary Montessori Guide & Primary Program Director

Program: Primary (Ages 3–6+)

Reports to: Head of School

Location: Coastal Sage Montessori in beautiful Carlsbad, California

Schedule: Full Time

Compensation: Annual Salary Range \$70,000-\$80,000 DOE

Start Date: Summer 2026, with the position continuing into the 2026–2027 academic year. The summer start will include supporting the school’s transition to a new campus and assisting with classroom setup.

Who We Are

We are a Christ-centered Montessori community dedicated to cultivating capable, compassionate, and curious learners. At the heart of our program is a deep respect for each child as an individual, created with purpose, and supported through meaningful, hands-on learning. We blend authentic Montessori practices with a foundation of Christian values, encouraging students to grow in independence, integrity, and a genuine love of learning.

Position Overview

The Lead Primary Montessori Guide & Primary Program Director serves as both the instructional leader of the Primary classroom and the administrative leader of the Primary Program. This role blends deep Montessori pedagogy with leadership, compliance, family partnership, and program development.

The ideal candidate is a Christ-centered and grounded Montessori professional who is both child-centered and systems-oriented, someone who can lead a beautiful, peaceful, academically rigorous Primary environment while also overseeing program operations, licensing compliance, and parent communication with clarity and professionalism.

Culturally, the ideal candidate is also someone who believe in our unique mission of a Christian Montessori education. This means that the candidate will want to be a part of a Christian learning environment and press into a Christian community.

This position will likely **not** be a good fit for those: (a) looking simply for a job; (b) whose main motivator is compensation and benefits; (c) looking for a stepping stone; or (d) those who are accustomed to a large corporate or school environment with unlimited resources.

If you are looking to be a part of an entrepreneurial and mission minded learning community where every day is a learning opportunity, where the challenges and wins come on a weekly basis, and where you are co-laboring with fellow mission-minded colleagues to nurture children, then this is the opportunity for you.

Instructional Leadership (Lead Guide Responsibilities)

- Lead a mixed-age Montessori Primary classroom (ages 3–6+) with fidelity to Montessori philosophy and best practices
- Prepare and maintain a normalized, engaging, developmentally aligned classroom environment
- Deliver high-quality individual and small-group lessons using authentic Montessori materials
- Observe, assess, and document student progress academically, socially, and emotionally
- Support independence, concentration, executive function, and social development
- Model grace, courtesy, respect, and emotional regulation

- Mentor and guide classroom assistants and support staff
- Maintain classroom order, structure, and consistency aligned with Montessori principles

Program Leadership (Primary Director Responsibilities)

- Oversee the overall health, structure, and quality of the Primary Program
- Support staffing, training, scheduling, and classroom operations
- Ensure consistency of philosophy, expectations, and standards across the Primary program
- Partner with school leadership on enrollment, onboarding, and program growth

- Support strategic planning and long-term program development

Licensing & Compliance Support

- Collaborate with school leadership on childcare licensing compliance
- Support documentation, inspections, reporting, and regulatory readiness
- Assist with policy implementation and adherence to state regulations

- Help maintain organized records, compliance systems, and operational protocols

Family Partnership & Communication

- Serve as a primary point of contact for Primary families
- Lead parent education, onboarding, and orientation for the Primary program
- Facilitate conferences, meetings, and family communication
- Support conflict resolution and family support with professionalism and care

- Partner with families in supporting child development and classroom success

Qualifications

- AMI, AMS, or equivalent Montessori Primary (3–6) certification
- Minimum 3–5 years lead Montessori classroom experience
- Demonstrated leadership experience (director, coordinator, lead guide, or similar role preferred)
- Strong understanding of Montessori philosophy, child development, and classroom normalization
- Experience with licensing, compliance, or school operations preferred
- Exceptional communication, organization, and leadership skills
- Calm, grounded, emotionally intelligent leadership style

- High integrity, professionalism, and accountability

Personal Attributes

- Mission-aligned, child-centered, and family-oriented
- Confident but humble leadership presence
- Collaborative, solution-oriented mindset
- Strong boundaries with warmth and compassion
- Organized, proactive, and detail-oriented

- Able to hold both vision and structure simultaneously

Why This Role Matters

This position is not simply a classroom role, it is a cornerstone leadership role within the school community. The Lead Primary Montessori Guide & Primary Program Director shapes culture, sets standards, builds trust with families, and establishes the foundation for student success, staff excellence, and program sustainability.

How to Apply

Please send CV and cover letter to Jasmine Parks at jasmine@coastalsage.org