



JOB DESCRIPTION: Montessori Guide

REPORTS TO: Director of Education

REVISION DATE: January 2021

EMPLOYMENT STATUS: Regular Full-Time / School-Year

FLSA STATUS: Exempt

SUMMARY OF POSITION

The MCMS Montessori Guide helps direct students' activities academically, socially, emotionally and physically in a well-prepared Montessori environment. The Guide will challenge each child to reach their fullest potential in all areas, in accordance with Montessori philosophy and for the child's plane of development. The Guide shall perform their duties faithfully and enthusiastically at the school during normal working hours on regularly scheduled days, and at other times as requested.

The Montessori Guide will devote their full time and attention during normal working hours to their duties at MCMS. The Guide will perform their duties subject to the general supervision and direction of the Director of Education. The Guide shall abide by all rules and policies of the school, as stated in both the MCMS Employee and Community Handbooks and carry out the school's mission: respecting children and their natural joy of discovery. The Guide will adhere to the school's essential expectations and professional standards, as well as all Montessori pedagogy, in order to maintain excellence. The Guide will act at all times in a professional manner in their interactions inside and outside of school, as a valued leader and MCMS community member.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Classroom Duties

- Assume and accept responsibility for the physical safety, emotional well-being, and educational progress of up to 30 children (depending on program) in the Montessori classroom
- Establish and maintain a positive relationship with students and families through healthy communication, and notify the Director of Education or Head of School immediately of any interpersonal challenges
- Protect the privacy and confidentiality of each student and family in the class
- Prepare a clean, safe and orderly environment in which the materials and furnishings are complete and correspond to the needs of the group, including the outdoor environment and any additional items kept in storage areas, and maintain an inventory of classroom materials and furnishings
- Develop and maintain lesson plans that reflect careful observation of each child and an understanding of the Montessori curriculum & planes of development
- Manage and maintain records to monitor and track student progress, and complete required reports
- Inform parents of student progress, specific needs and goals, program content, and offer guidance on how to supplement the guide's efforts through scheduled conferences.
- Attend additional parent meetings as needed or requested
- Train and supervise children in the execution of fire, tornado and safety drills
- Document and report any and all accidents or behavioral incidents, following up as needed
- Perform arrival and dismissal duties, and supervise lunch and recess as assigned
- Elementary and Adolescent guides will coordinate with Creative Expressions, Fitness & Wellness, and Spanish specialists to ensure cohesive curriculum implementation and offer support through discussions, additional supervision and/or individual work with specific children
- Attend all activities, goings out, field trips and overnight trips that may apply to the guide's program

General Duties

- Demonstrate respect and kindness to all members of the MCMS community

- Attend staff meetings, in-service days and any special meetings requested by the Director of Education and/or the Head of School
- Attend classroom observations and professional development opportunities to support individual learning goals and the school-wide goal of lifelong learning
- Contribute to, support and attend school events, such as parent information and engagement events, new student orientations, admissions-related events, and others as requested
- Communicate and cooperate with the administrative staff regarding program changes
- Seek opportunities to support the school community and further overall understanding of Montessori by writing articles, speaking at related events, and/or representing the school in larger Montessori forums
- Responsibly manage funds allocated to specific classroom/program
- Supervise the daily work of the classroom program assistant, including delegation of duties and approval of time worked

Other Responsibilities

- Perform other duties as assigned by the Director of Education or the Head of School

JOB KNOWLEDGE, SKILLS & ABILITIES

- Strong verbal, written, and interpersonal communication skills
- Ability to juggle multiple tasks
- Demonstrates flexibility and adaptability
- Exercises sound judgment and decision-making
- Takes initiative and works independently with self-direction
- Possesses acute observation skills
- Is familiar with alternative learning strategies
- Uses excellent time management

EXPERIENCE AND EDUCATION

- BA or BS required (any field)
- Must possess an AMI diploma for the age level being taught
- Experience working with children of the relevant age group preferred
- Must successfully clear background checks and have the ability and willingness to obtain first aid, CPR, fire extinguisher, and other safety training provided by MCMS
- Must possess valid driver’s license and clean driving record

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Activity	<25%	25%	50%	75%	100%
Standing				X	
Sitting		X			
Walking			X		
Bending		X			
Squatting		X			
Kneeling/Crawling (Toddler/Children’s House only)			X		
Balancing			X		
Lifting up to 50 lbs	X				
Hand Use: Grasping			X		
Fine Manipulation			X		
Driving (Elementary/Adolescent only)	X				
Work: Inside				X	
Outside		X			
Visual: Near and Far					X
Depth Perception: Yes					X
Correct Color Perception: Yes					X