



Job Description: Lead Montessori Guide

The Lead Guide is a Montessori trained guide who helps direct the children's activities academically, spiritually, socially, emotionally, and physically in a prepared Montessori environment that challenges each child to reach their fullest potential in accordance with Montessori philosophy and Oak Meadow Montessori School policies and procedures for the age group in which the Montessori diploma is held.

Qualifications

The person selected for this position must be professionally prepared as a guide of young children, especially in the field of early childhood education or development and the Montessori Method and be able to meet the requirements of the licensing agencies and accrediting bodies governing the school. This person must be a sensitive and mature individual who is able to relate well to both children and adults. They must also be ready to make at least a full year of commitment to the children in the classroom. Primary and Elementary Guides must have a minimum of a bachelor's degree. Certification as a Montessori Guide through AMS, AMI, or a MACTE accredited institution is required at all levels.

Responsibilities

Responsibilities will include, but not be limited to, the following:

- Planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the school.
- Maintaining awareness of AMS standards and their implementation.
- Being responsible for the care and maintenance of classroom materials, i.e., maintain an orderly environment, keep it clean and in like-new condition. The children are to be brought into this responsibility on a regular basis.
- Considering individual children in relationship to their cultural and socioeconomic backgrounds.
- Treating children with dignity and respect.
- Helping children become aware of their roles as integral members of their community.
- Supervising the Classroom Assistant and Special Instructors who deal with children in group, participation in curriculum development and implementation.
- Assuming an equal share of the joint housekeeping responsibilities of the staff. Follow Classroom Checklist as instructed.
- Attending all staff meetings.
- Participating in recommended training programs, conferences, courses, and other activities of professional growth.
- Implementing methods for effectively utilizing classroom assistants and volunteers.
- Planning and implementing methods of establishing a positive liaison with parents of the students.

- Maintaining current, accurate academic records. Hold two conferences yearly with parents. Have on-going communication with parents regarding their child's specific needs.
- Producing schedules and regular newsletter articles for the classroom.
- Always being responsible, along with the Classroom Assistant, for the safety and physical well-being of the children. The children are not to be left unattended under any circumstances.
- Assisting in the ongoing evaluation procedures needed to assess the developmental levels of the children.
- Assisting in public relation events sponsored by the school.
- Maintaining an accurate inventory of the classroom.
- Assisting the Head of School in developing and implementing adult orientation courses and seminars as requested.
- Maintaining current student attendance records.
- Notifying the Head of School immediately of personal difficulties with children, parents, or staff.
- Protecting the privacy and working atmosphere of the group.
- Conducting informative meetings for parents when appropriate and communicate and cooperate with classroom representatives.
- Communicating and cooperating with the Head of School on program changes.
- Reporting all accidents to the Head of School at once. Preparing written reports stating time, date, nature of accident, and action taken.
- Assisting with other projects, programs, and planning as assigned by the Head of School.