



# Elm City Montessori School Guide/Teacher Job Description

*Elm City Montessori School, launched in August 2014, is New Haven's first public Montessori school. We are committed to actively building an Antibias Antiracist school community. We are seeking Classroom Guides to support us in building a vibrant and transformative learning environment in our growing school. We will serve 320 children preK-8th grade in the next academic year. New Haven, Connecticut is a thriving arts, cultural, and education hub, located in the center of a growing community of public Montessori schools.*

**About the position:** The Guide leads instruction in the classroom, reports to the Principal, and works in collaboration with Classroom Assistant, SEL Team, and Coaches. This is a full time 10-Month with required August Training before the school year begins.

**Required Qualifications:** This position requires certification to teach in the public schools in the State of CT and completion of a Montessori Training program. Candidates should have a Bachelor's Degree in a related field.

**Preferred Qualifications:** The ideal applicant has a Master's Degree in Education or a related field, is trained in the Montessori method and/or has experience as an assistant in a public school setting, collaborating as a member of a teaching faculty, supervising children, and supporting instruction for students with special needs. S/he/they is kind, caring, compassionate, enthusiastic, well-organized, bilingual (Spanish), and creative with excellent written and oral communication skills.

## **Key Components of the Position:**

- **Planning and presenting anti-bias learning in academics and social emotional learning in the classroom**
- **Differentiating instruction to ensure growth for all students**
- **Collaborating with classroom, level, and school teams to plan curriculum, instruction, and assessment**
- **Partnering with families through regular communication to support children's growth**
- **Participating in professional learning in social emotional skills, academics, and Anti-Bias Anti-Racist work**

## **Areas of Responsibilities:**

### *Instruction*

- Developing and modifying instructional materials to appropriately meet the academic, physical, and social emotional needs of all learners
- Completing weekly lesson planning for all children, including Montessori lessons and reading and ABAR (Anti-Biased Anti-Racist) instruction
- Planning formative and summative assessments around benchmarks and measures of proficiency
- Collects data and progress using appropriate systems and tools on a weekly basis

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## *Anti Bias Anti Racist Work*

- Plans and shares work with One Book, One School, integrating ABAR book into the monthly learning cycle in the classroom
- Integrates ABAR learning into the areas of Cosmic Education (History, Science, Geography, etc.)
- Participates in monthly ABAR professional learning and actively commits to self work

## *Social Emotional Learning*

- Plans lessons in social emotional learning that support children in following classroom procedures and grace and courtesy
- Helps maintain order and discipline and assists in managing the behavior of students, mediating conflicts and supervising for safety
- Communicates with families regularly to support social emotional growth and safety

## *Differentiation and Support*

- Uses data and record keeping to plan differentiated lessons to support children in need of additional support
- Participates in SRBI/Intervention Planning to plan interventions, to collect data, and to monitor children's growth
- Communicates with families about children's needs, support plans, and progress

## *Family Partnership*

- Shares weekly updates with families in Classroom Newsletter
- Proactively communicates about children's progress using appropriate school wide tools
- Works collaboratively with families to plan for supports for children's academic and social emotional growth

## *Collaboration and Professional Learning*

- Communicates and interacts regularly and appropriately with students, faculty, staff and administration, maintaining positive relationships
- Meets regularly with classroom team, engaging in planning of activities
- Attends and actively participates in all required professional learning and events including work with Social Emotional Learning, Academics, and ABAR

## *Miscellaneous*

- Maintains all professional certifications necessary
- Performs other duties as assigned

Interested applicants may fill out ECMS Employment Application:

<https://forms.gle/h8ifKW3aft9fiiuH6>

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