

## **John XXIII MC Primary Guide – Job Description**

Classroom Hours: Tues – Friday 8:00 am – 4:00 pm

### **The Primary Guide each day:**

- Will at all times, maintain a respectful, listening and collegial attitude toward all staff, parents, and children.
- Will maintain and advance the mission of the Program as laid out in the Mission Statement of John XXIII MCC.
- Will arrive with time needed for preparation.
- Will dress in appropriate casual business attire in clothing that gives adequate covering of all skin areas especially for coverage at the neck, waist and hemline. Since floor sitting will be apart of the working environment in the job, attire will allow for adequate coverage, movement such as stooping, kneeling, and bending with possible floor sitting with the children. Jeans will not be worn in any professional aspects of the job related to the educational time with the children.
- Will prepare daily for lessons and activities suitable for the children under her direction in accordance with Montessori training and materials.
- Will maintain a prepared, inviting and safe environment for each child, determining in a manner consistent with AMI standards, the administration and Board, the conditions which shall prevail in the classroom, such as: number of students to be enrolled, age and gender, when they are to be phased-in, types of materials used, when observation is permitted, when a child is ready to move to elementary.
- Will have final oversight and responsibility of the environment, directing her Assistant as needed for daily and overall maintenance, cleanliness and restoration of the environment and materials.
- Will maintain a log of lessons given per child, which will be updated on a daily basis using Transparent Classroom.
- Will, in brief objective narrative, promptly note (and date) in child's record log of lessons, any child displaying issues or difficulties related to other children; i.e. hitting, biting, yelling in anger, throwing materials, disrupting working cycle of other child inappropriately This information will assist the educational team in making objective decisions for the child involved, the family of the child, and the maintenance of the well being of the environment.  
\*For child issues involving bodily harm, guide will notify Executive Director immediately and parent will be contacted for incidents involving biting, or physical harm resulting in bleeding.

### **Ongoing:**

- Will visit other programs as scheduled during the year making two visits, each an hour in duration, on days which do not take away from the limited scheduled time at the Center.
- Will actively promote the program in positive ways, helping in any way possible and continue to seek ongoing professional personal growth with the program,

- Will maintain good communication of concerns and difficulties with Executive Director for support and discernment for proper handling of potential problems and issues related to parents, staff, and facility.
- Will speak first with the Executive Director about serious issues allowing time for resolution.
- Will assist the Executive Director in the hiring of a classroom Assistant, giving input with the final decision being made by the Executive Director
- Will work to establish an appropriate and respectful attitude between the Assistant and the teacher as well as the Assistant and the children.
- Will train and give oversight to Assistant to aid the children in their work in a manner appropriate to a Montessori classroom with regular discussions/meetings between teacher and assistant often also involving Primary Catechist to evaluate progress, concerns or changes to the classroom, handling of the classroom/children's work, flow and coordination of work in classroom and Atrium, or any concern deemed necessary for discussion by the Directress or Primary Catechist.
- Will maintain an updated list of classroom needs and concerns regarding the environment which will be given to the Executive Director for long term planning.
- Will work co-operatively with the Primary Catechist and any other Assistants in the classroom environment for the best outcome for children in the program.
- Will display a willingness to attend staff meetings, and scheduled Open House in Feb/March.
- Will conduct parent conferences as well as parent education meetings which will arise in the course of the school year, some of which will be pre-scheduled and periodically outside of regular Center hours, extending necessary time for good inter-staff communication and parent rapport.