

Overview:

Midtown Montessori Academy is currently seeking full-time **Toddler Montessori Trained Lead Guides** to join our team of dedicated educators who share a love and respect for children. We have positions available at our Berkeley Park Campus, opening May 2023. We empower our Lead Guides to be self-starters, with all the resources they need to curate beautiful, authentic classrooms. We pride ourselves on the *career* perspective we bring to the job and work closely with our teachers to find passion and joy in their positions within our school.

About Us:

Midtown Montessori Academy was founded in 2018 to provide an authentic Montessori education for children from ages 8 weeks to sixth grade. We believe each child deserves the opportunity to explore their own educational path, led by what piques their individual curiosity, instead of a traditional dictation-based education method.

Reports to: Campus Director

Employee Classification: Full-time, Non-Exempt

Daily Schedule: Full-time: Monday - Friday 8:00am - 4:30pm

Salary Range: \$45,000 - \$55,000/year - based on experience

Midtown Montessori Academy offers an excellent compensation package including paid time off, health, dental, vision, childcare discounts, daily planning periods, and employer paid life insurance.

Responsibilities:

- Take leadership of a classroom with 10-15 children and two or three assistant teachers.
- Implement a daily curriculum that honors the Montessori philosophy and the individuality of each child in the classroom.
- Develop and maintain a strong understanding of MACTE accreditation standards and implement practices in the classroom.
- Prepare appropriate lessons for each child based on observation.
- Monitor student progress (academic, motor, social-emotional).
- Work in alignment with the Lead Teacher team and Administration developing and implementing the school's strategic vision.
- Collaborate extensively with other lead teachers.
- Maintain a beautifully prepared, organized, clean, safe and stimulating environment for the children.
- Manage classroom staff, modeling appropriate and professional behavior at all times.
- Prepare and submit internal and external reports and documents in accordance with federal, state, and local regulations and school standard operating procedures

including but not limited to: daily recordkeeping for each child's academic progress, injury/accident reports, and medication logs.

- Develop a weekly email for parents detailing the week's activities through photographs and descriptions.
- Attend and participate in weekly meetings with the Head of School and monthly meetings with all staff.
- Build respectful, collaborative relationships with parents and colleagues.
- Respectfully delegate duties to assistant staff and monitor their work.
- Rotate materials regularly based on observation of needs and interests of community
- Work with leadership to develop an individual professional development plan.
- Participate positively as a member of the school, handle conflict well with colleagues, and avoid gossip.
- Attend all staff meetings and professional development days.

The Ideal Candidate:

- Montessori Certified for ages 0-3 from a MACTE accredited teacher training program.
- Preference will be given to candidates with a BA or BS or higher degree.
- Preference for a candidate proficient in the use of Google Platforms, as well as Transparent Classroom.
- Certified in CPR, First Aid, and Universal Precautions, MMA can provide training prior to start date.
- Minimum 3 years of experience in Montessori Toddler classrooms.
- Criminal record that does not include any felonies, any crimes against children, any violent crimes, a pattern of misdemeanor convictions, or any conviction of any sort in the past 24 months.
- Able to lift and turn carrying at least 40 lbs. and sit on a tile floor for at least 60 mins.

Qualification Requirements:

- Meets all state standards for early childhood teacher.
- Strong work history and good references.
- Professional appearance, attitude, and attendance.
- College degree preferred but not required.
- Criminal record that does not include any felonies, any crimes against children, any violent crimes, a pattern of misdemeanor convictions, or any conviction of any sort in the past 24 months.
- Able to lift and turn carrying at least 40 lbs. and sit on a tile floor for at least 60 mins.

Application Process:

Please visit our website www.midtownmontessori.org for more information on how to apply or send an email to careers@midtownmontessori.org We look forward to meeting you!

MMA is committed to a policy of Equal Employment Opportunity (EEO). We will not discriminate on the basis of age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, gender expression, national origin, alienage or citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under applicable federal, state or local laws, regulations or ordinances. Our leadership is dedicated to ensuring the fulfillment of this policy. When requested, we are committed to reasonably accommodate employees and applicants with disabilities or special needs that may require an accommodation.

Midtown Campus

1675 W. 67th Avenue #200
Denver, CO 80221

Sloan's Lake Campus

3480 Ames Street
Wheat Ridge, CO 80212

Berkeley Park Campus

4345 W. 46th Avenue
Denver, CO 80212