



Upper Elementary Lead Guide Job Description

Title: Lead Guide, Upper Elementary

Location: Joyful Scholars Montessori School (1407 Walla Walla Ave., Wenatchee WA)

Contract: August 4, 2025-June 26, 2026 (hopefully establishing long-term employment, though all contracts are renewed annually)

Salary: DOE/DOQ, possible tuition discount, 3% retirement match, and FSA opportunity.

Schedule: 8:00-4:00 M-F (taking a 30 minute lunch plus a 30 minute prep) during school days (see school calendar for details; we operate on a modified year-round schedule, please reference www.joyfulscholars.org), once-per-session staff meetings after school hours, and three all-school gatherings throughout the year

Sick Leave/Personal Days: One hour of sick leave is accrued for every 40 hours worked. 40 hours of sick leave per year may be rolled over. In the event of serious injury or prolonged illness, the Director will work to create a suitable plan.

Date Available: Until filled

Required Qualifications:

- Elementary Montessori certificate (already completed preferred--hearing completion acceptable within reasonable timeframe if applicant has significant experience)
- Bachelor's Degree or higher preferred
- Experience working with 6-12 year-olds in an educational setting (previous Montessori experience strongly preferred)
- Knowledge of Maria Montessori's philosophies and approach to education

- Ability to communicate effectively in spoken and written forms
- Sensitivity to people of diverse backgrounds, including various learning challenges
- Prior to appointment, the successful candidate must pass a criminal history background check.
- In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
- Warm, nurturing, positive, peaceful, patient, and joyful nature
- Creativity and ability to be flexible and adapt to accommodate needs of school, staff, and students
- Willingness to accept guidance from Director(s)
- Desire and dedication to continue learning and growing (when possible, JSM will supply the means to travel for observations or to attend conferences and professional development)
- Outstanding personal conduct and professionalism

Preferred Qualifications:

- In person CPR/First Aid training
- Expertise in any area(s) relevant to education: science, mathematics, technology, engineering, history, geography, art, music, dance, drama, writing, culture, life abroad, business, travel, healthcare/animal caretaking, sports, outdoor pursuits, cooking, sewing, food preservation, etc.

Primary Duties/Responsibilities

- Prepare the classroom in accordance with Montessori standards, and maintain quality environment which is beautiful, safe, and developmentally appropriate for students
- Prioritize the social/ emotional needs of students
- Compile, display, and maintain necessary materials upholding Montessori philosophy
- Guide classroom according to Montessori pedagogy, as per training and experience (JSM discourages worksheets and adult-driven curricula. When in doubt, we encourage guides to default to Maria Montessori's original teachings.)
 - Prepare and implement daily/weekly small-group or individual lessons according to various needs and sensitive periods of students
 - Conduct whole-class lessons where appropriate
 - Facilitate a classroom reflective of Grace and Courtesy through lessons and personal conduct

- Assist students in resolving conflict and problem-solving in gentle and Montessori-approved means. JSM also requires staff to learn and implement Love and Logic techniques for managing the classroom and communicating with parents/guardians. Training and resources are provided by Joyful Scholars.
- Ensure proper supervision of all children at all times, and be aware of standard safety procedures, as well as severe allergies or any specific health/safety needs of individual students
 - Refrain from use of personal cell phone/device while on duty with children, with the exception of communication with Director(s) and parents/guardians, if necessary
- Provide a setting in which children feel safe to express independence, creativity, and feelings appropriately
- Administer basic first-aid when necessary
- Maintain records of classroom activity and student progress--candidate may select his/her favorite method of record-keeping, with approval of Director(s). This will include attendance, lessons given and mastered, observation notes, and record of parent communication.
- Build and maintain positive relationship with parents/guardians
- Communicate with parents as per school guidelines (see handbook) in a constructive and positive manner
 - Prepare for and conduct formal communications with parents regarding individual student progress according to school guidelines (generally two scheduled parent meetings annually)
 - Hold strategy meetings deemed necessary by Guide and/or Director(s)
- Supervise and guide classroom assistant--establish a harmonious, supportive relationship, clearly expressing your expectations, preferred procedures, and constructive guidance when necessary
- Schedule, organize, and implement field trips when appropriate (6-10 times per year is appropriate)
- Communicate with Director(s) regarding any needs of the classroom, staff, or students that requires modification of the program
 - Collaborate with Director(s) to meet in person or via telephone/email/texting to address any specific issues that arise
- Contribute to the JSM school community
 - Attend school and parent functions where possible, serving as a role model for assistants
 - Participate in scheduled staff meetings once per session

- Guide may choose to meet with prospective new families, and may choose to assess prospective students for placement and fit within classroom
- Guide may elect to teach summer camps and/or provide respite care (for additional compensation)

To apply: Send resume and letter of interest (please include at least three professional references):

info@joyfulscholars.org