



## Job Description - Primary Guide

The Primary Guide helps guide students ages three to six academically, spiritually, emotionally, and physically in a prepared Montessori environment. In accordance with the Montessori philosophy, the Guide challenges each student to reach his/her fullest potential.

### **Accountability:**

The Primary Guide reports to the Head of School.

### **Minimum Qualifications:**

Clear background check; high school diploma or GED equivalent; successful completion of Primary Montessori teaching diploma from one of the following training programs: Association Montessori Internationale (AMI), American Montessori Society (AMS), or Montessori Accreditation Council for Teacher Education (MATCE); and annual completion of 30 hours of continuing education with a minimum of 15 hours being approved by Arkansas Professional Development Registry (PDR).

### **Responsibilities:**

#### ***To establish and maintain a safe and healthy learning environment***

1. Designs appropriate room arrangement to support the goals of the classroom complete with areas for Practical Life, Sensorial, Mathematics, Language, Science, Geography, Art, and Music
2. Plans and maintains nutritious snack and lunch practices; promotes healthy eating
3. Maintains a safe environment free of hazardous elements per state and local agencies
4. Maintains inventory of classroom materials and furnishings
5. Budgets classroom money for appropriate furniture, materials, and supplies needed for lessons
6. Keeps classroom sanitary; keeps cabinets, counters, and halls organized and orderly
7. Uses equipment and materials for the outdoor classroom that continue to promote independence and concentration
8. Guides and provides materials necessary for good hygiene and self-care
9. Ensures daily schedule considers proper outdoor time and rest time
10. Repairs and/or replaces materials as needed; removes and/or adds lessons that meet the needs of the individual student
11. *Actively* supervises all areas of the play yard; plans and introduces physical activities during outdoor time
12. Cares for classroom pets by providing food, water, social interaction, and regularly cleans the cage
13. Records attendance; maintains contact and emergency/medical information of all student

#### ***To encourage physical and intellectual competence***

1. Provides a balance between quiet and active learning spaces
2. Ensures reading and singing is carried out daily; may involve topics of interest and/or cultural calendar events
3. Observes and assesses student's needs and developmental progress on an ongoing basis
4. Uses written observations and results of assessments to plan lessons; reviews Assistant's observations weekly
5. Plans and presents lessons that promote independence and concentration
6. Plans and presents lessons that promote language and literacy development
7. Plans and presents lessons that promote the development of number concepts
8. Plans and presents lessons that promote cultural knowledge
9. Maintains weekly record-keeping of lessons planned, given, and needing representation

#### ***To support social and emotional development and provide positive guidance***

1. Plans and implements hands-on activities that develop positive self-esteem and social skills
2. Plans and implements culturally diverse experiences by acknowledging and respecting differences in others
3. Approaches each student with the intent to understand and meet their needs by redirecting students using positive language, communication that is appropriate for each student's individual developmental level, and methods that develop positive self-esteem and social skills

4. Provides a wide variety of creative and expressive activities
5. Establishes routines with smooth transition periods
6. Encourages students to be independent

### ***To establish positive and productive relationships with families***

1. Schedules occasional meetings with parents to inform them of student's progress, program content, and the means by which parents can further supplement and support the guide's efforts as designated by the school calendar
2. Prepares presentations and attends events such as Link to the Classroom meetings, parent/student orientation meetings, and other school events as designated by the school calendar
3. Holds conferences with parents concerning student's progress regarding specific needs and goals
4. Promotes communication with parents through a monthly newsletter, quarterly parent conferences, and written notes as needed
5. Provides a variety of ways that families can participate in the program
6. Maintains a Journey Book for each student on a monthly basis

### ***To ensure a well-run, purposeful program responsive to all team members of the school***

1. Is available to the Assistant, providing opportunities to share questions and observations during weekly meetings
2. Participates in level meetings to discuss philosophy, parent education, behavioral needs, etc.
3. Provides clear expectations, checklists, and classroom procedures to Assistants, Guide in Training and Support staff
4. Coordinates curriculum implementation with specialty teachers
5. Supervises and evaluates the Assistant and/or Guide in Training on a regular basis
6. Communicates concerns and/or pertinent information regarding student, parents, or colleagues with Head of School
7. Immediately reports all accidents/incidents using the appropriate form
8. Trains and supervises student in the execution of fire and tornado drills
9. Accepts responsibility for the safety and physical well-being of students under direct supervision
10. Submits news and photos for school newsletter on time as designated by the staff calendar
11. Responds to internal and external phone calls and emails in a timely manner
12. Completes requests from Head of School within a timely manner

### ***To maintain a commitment to professionalism***

1. Supports the Montessori philosophy and educational objectives
2. Actively seeks additional information about the Montessori method and philosophies
3. Supports the school's *Code of Ethics and Conduct* and *Commitment to my Colleagues*
4. Keeps communication with other staff professional and constructive
5. Supports professional growth and development of colleagues by sharing materials and information gained, providing helpful feedback and encouragement
6. Attends staff meetings, staff development, and in-service training suggested or provided by the school
7. Maintains current on Continuing Education Units as required by the Department of Health and Human Services (DHS)
8. Assists with other projects, programs, and planning as assigned by the Head of School and/or relating to the classroom and curriculum
9. Protects the privacy and confidentiality of each student in the class
10. Maintains attendance
11. Arrives at designated work time

### ***Personal Qualities and Special Job Characteristics:***

Must be physically able to perform the job of a Primary Guide (e.g. able to lift students and/or equipment up to 40lbs; able to bend, sit, stand for extended periods of time). Must have a warm, supportive attitude towards students. Must be reliable. Must be flexible in receiving assignments or adapting to changes in the classroom or program. Keeping oneself healthy, rested, and interesting is extremely important. A Guide's appearance should be pleasant and free of distractions (e.g. dangling jewelry or long painted fingernails) when presenting lessons and guiding students throughout the classroom.