



FOREST SCHOOL

Upper Elementary Lead Guide Job Description

Title: Lead Guide, Upper Elementary

Location: Woodsong Forest School, located in beautiful southeast Tennessee

Contract: August 18, 2025- May 2026, with 6 weeks vacation/holiday breaks in school year, 7.5 months of teaching total

Salary: \$38,000- \$42,000, with gear and supply stipend, and personal PD funding

Schedule: 8:30-4:00 M-F (1 hour prep included)

Sick Leave/Personal Days: 8 paid sick days are granted per school year

Date Available: Until filled

Required Qualifications:

- Elementary Montessori certificate (already completed preferred--nearing 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)
- Ability to communicate effectively in spoken and written forms
- All guides must pass a criminal history background check
- 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 and desire to co-create in a positive learning environment
- Desire and dedication to continue learning and growing
- Outstanding personal conduct and professionalism

Preferred Qualifications:

- In person CPR/First Aid training
- Deep appreciation for the natural world and strong personal connection with nature
- Strong collaboration and communication skills
- Expertise in any area(s) relevant to nature-based, child-centered education: science, mathematics, history, geography, art, music, dance, drama, writing, culture, bushcraft, permaculture, animal caretaking, outdoor pursuits, cooking, sewing, survivalist skills, folk arts, food preservation, etc.

Outdoor & Site Responsibilities

- Engage in moderate physical activity (hiking, lifting, etc.) while exploring during the afternoons in all weather conditions
- Oversee daily site assessments of outdoor learning areas to identify and mitigate hazards

Primary Duties/Responsibilities

- Prepare the classroom in accordance with Montessori standards, in relationship with the natural world, and maintain a 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, and in accordance with nature-based learning
 - 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 intentional means. Woodsong encourages staff to learn and implement Love and Logic techniques, as well as Conscious Discipline, for managing the classroom and communicating with parents/guardians. Training and resources are provided by Woodsong.

- Ensure proper supervision of all children at all times, and be aware of forest school safety procedures, as well as severe allergies or any specific health/safety needs of individual students
 - 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 through the use of Transparent Classroom—candidate may select his/her favorite method of record-keeping, with approval of Director(s). This will include 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, called Growth Conversations)
 - Collaborate with fellow guides and assistant to establish harmonious, supportive relationships with staff, clearly communicating in kindness
 - Schedule, organize, and implement field trips when appropriate
 - Communicate with Director(s) regarding any needs of the classroom, staff, or students that requires modification of the program
 - Contribute to the Woodsong Forest School community
 - Attend school and parent functions (see staff handbook for requirements)
 - Participate in scheduled staff breakfast meetings once per month
- Guide may elect to teach summer camps (for additional compensation)*

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

woodsongschool@gmail.com