Job description

Centennial Montessori is looking for an experienced Toddler Head Guide to compliment our school of excellence in Montessori. We are a school community of individuals that believes the Montessori method is the best way to guide children's development from birth through six years old. We honor each child by following his individual needs and interests. Our school currently seeks an experienced and warm Montessorian to join our family.

Essential Duties and Responsibilities

- Greets each child and family by name, in a warm and friendly manner.
- Read each individual child's files in his/her class and are knowledgeable about their medical and developmental histories.
- Interacts with the children and encourages their involvement in activities.
- Provides a warm, safe, and caring environment that is kept orderly, clean, and appealing.
- The environment should allow the child to grow and to explore.
- Plans, prepares, and implements daily activities (indoor/outdoor) as they relate to the curriculum.
- Responsible for the health, welfare, and safety of the children.
- Provides overall supervision of toileting and bathroom time.
- Oversees all mealtime/snack time activities.
- Maintains daily attendance records.
- Maintains ongoing developmental records for each child, including keeping records of all developing skills (physical, social, cognitive and language) through Transparent Classroom & Brightwheel
- Invite parents to see their child's documentation on Transparent Classroom & Brightwheel.
- Keeps a "portfolio" of each child's progress, including photographs, samples of their artwork, writing, etc…
- Maintains good communication with parents on a daily basis through the use of daily sheets, notes, emails, phone calls or classroom conversations.
- Supervises, trains and utilizes assistant teacher's (and volunteer's) skills and abilities.
- Works with other staff members to form a positive, supportive team atmosphere.
- Ensures confidentiality of privileged information.
- Maintains adherence to all company policies and procedures, including licensing safety requirements.

- Must work the days and hours to perform all assigned responsibilities and tasks, be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines.
- Performs additional program and periodic duties as assigned by the Director according to agency needs.
- Ability to provide updated documentation for employment file
- Ability to effectively utilize planning time

Qualifications:

– Birth-3 Montessori Certified through a MACTE credentialed training center

-Ability to effectively interact and relate to children in a developmentally appropriate manner.

-Must be sensitive to individual children's differences and needs, and be willing to adjust the program & curriculum to meet those individual needs.

-Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.

About our Community:

Centennial Montessori has operated as an authentic Montessori program for over 15 years! We are a school of 150 children operating year round while following major school districts for scheduled closures/holidays. Our school is nestled in a quiet neighborhood just southwest of DTC and backs to an amazing open space. We value community at Centennial Montessori and we have monthly staff outings, catered lunches, and school-wide events to better connect.

Hire Date: 8/4/25

This is a full time position with hours of Monday-Friday 7:15AM-3:45PM. Benefits are offered after 60 days of employment (health/vision/dental, 80 Hours of PTO, paid holidays/closures).

Please respond with a cover letter and resume!

Work Location:

- One location

Work Remotely

- No

Job Type: Full-time

Pay: $46,000.00 - $51,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Education:

- Bachelor's (Required)

Experience:

- classroom: 1 year (Required)

Work Location: In person