

St. Vrain Community Montessori School Lead Guide, Lower Elementary

St. Vrain Community Montessori School fosters human thriving by nurturing the whole child in an authentic Montessori program as a public charter school.

Reports to:

Lower Elementary Level Leader

Salary Range: \$44,500-\$66,800 for a 184-day calendar at 1.0 FTE

Benefits: Option to elect medical, dental, vision, and life insurance, as well as FSA; 21.4% PERA (Public Employees Retirement Association) employer contribution

Summary:

The Montessori Lead Guide acts as a facilitator of learning and functions as a designer of the prepared environment, resource person, role model, demonstrator, record keeper, and meticulous observer of each child's behavior and growth. The Lead Guide adapts the prepared environment for both individual students and the particular classroom community, to engage children in their self-construction. The Lead Guide is the primary model of the core Montessori values of respect for self, others, and the environment.

Required Education and Experience:

- Montessori training and credential from a Montessori Accreditation Committee for Teacher Education (MACTE)-approved program appropriate for the age level being taught.
- Bachelor of Arts (B.A.) or Bachelor of Sciences (B.S.) degree
- Due to the rigorous demands of the position, SVCMS prefers to hire individuals with at least five years of teaching in a Montessori setting. However, any combination of teaching experience and Montessori training which provides the applicant with the knowledge, skills, and ability required to successfully perform the work may be considered.
- Colorado First Aid Training and CPR training, as required

Required Characteristics, Skills, and Additional Qualifications:

- Ability to relate sensitively and joyfully to children and adults
- Ability to use appropriate positive discipline
- Demonstrated skills in classroom management
- Evidence of an open mind and a dedication to the Montessori method of education
- Ability to demonstrate sufficient judgment regarding safety and security
- Ability to establish and maintain effective working relationships with a variety of people
- Ability to handle crises
- Evidence of basic computer literacy/competency
- Flexibility
- Punctuality and ability to maintain school hours
- Willingness and ability to foster a harmonious, collegial teaching team based on mutual respect

- Willingness and ability to make student-centered decisions
- Willingness and ability to take on a variety of tasks throughout the day

Desired Qualifications:

- Demonstrated knowledge of Colorado Academic Standards
- Experience in public, particularly charter, schools
- Knowledge of Infinite Campus, Alpine Achievement, Montessori Workspace, and local assessments

Major Responsibilities and Duties:

Instructional Strategies

- Develop and implement lesson plans that fulfill the requirements of Montessori curriculum program and show written evidence of preparation as required
- Prepare lessons that reflect accommodations for differences in student learning styles
- Present subject matter according to guidelines established by MACTE-accredited training and SVCMS Board policies
- Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
- Conduct observations of students and use results to plan instructional activities
- Work cooperatively with Special Education faculty and as needed for special education students according to guidelines established in Individual Education Plans (IEPs)
- Work with other members of staff to determine instructional goals, objectives, and methods according to SVCMS requirements
- Plan and supervise assignments of classroom guide(s), sub(s), and/or volunteer(s)
- Use technology to support teaching/learning/evaluation/communication, as needed
- Develop field trips in cooperation with the Head of School, Level Leader, other Guides at the Level, and with students
- Use data from record-keeping to ensure instruction supports diversity, equity, and inclusion across curriculum areas

Student Growth and Development

- Supervise students as assigned, to encourage human thriving and ensure health and safety
- Help students analyze and develop moral, emotional, social, and academic strengths
- Assist students toward self-directed learning and “normalization”
- Conduct ongoing assessment of student achievement through formal and informal testing, daily observation, and systematic record-keeping
- Demonstrate respect, grace and courtesy for all students and adults, and prepare visitors and other teachers to model the same respect when working with children in your classroom

Classroom Management and Organization

- Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of the students
- Support positive behavior in accordance with Parent/Student handbook and the SVCMS Student Code of Conduct and Discipline Policy
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Assist in selection of books, equipment, and other instructional materials
- Maintain close supervision of students' use of the internet, when applicable
- Ensure that nothing interferes with the learning environment
- Implement level-agreements as decided by team

Communication

- Establish and maintain open lines of communication by conducting scheduled conferences with parents, students, Head of School, and other guides
- Maintain a professional relationship with Head of School, colleagues, students, parents, and community members
- Serve as primary communication point person for classroom, respond to emails sent by Parents/Guardians of students in your classroom, and initiate emails to families as needed
- Use effective communication skills to present information accurately and clearly
- Participate in the planning and implementation of parent education activities
- Manage communication regarding classroom activities/events, including entering in the SchoolMessenger and Google calendars.

Professional Growth and Development

- Participate in staff development activities to improve job-related skills
- Attend ongoing Professional Development coursework to maintain and develop required job skills

Supervisory Responsibilities

- Supervise assigned guide(s)
- Invite, prepare, and orient substitutes or classroom volunteers: complete sub plan when engaging a substitute
- Be a positive role model to guides, teacher trainees, and volunteers
- Monitor and direct the activities of classroom guide(s), sub(s), and/or volunteer(s)
- Facilitate meaningful work for guide within classroom, as appropriate
- Incorporate any special talents of teaching assistants or volunteers into their daily duties where possible

Other

- Remain informed of and comply with state, district, and school regulations and policies for classroom teachers
- Personally compile, maintain, and file all physical and computerized reports, records, and other documents required to keep child's individual files up to date and current
- Attend and participate in staff and level meetings and serve on staff committees as required

- Participate in ongoing in-service training
- Attend and participate in SVCMS Events, including Family Visiting, Community Education Events, and other Community Building Events, in accordance with the Community Engagement Support Statement
- Participate in the admissions process at the request of the Head of School; speak (as requested) with prospective families
- Check school email at the beginning and at the end of each work day
- Be at your scheduled post, ready to begin your duties as scheduled, generally 8 a.m. to 4 p.m., daily