



## Part-Time Upper Elementary Guide

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:** Lead Guide

**Salary/Hourly Rate:** \$19.50-\$33.50 per hour (25 hrs/week)

### **Summary:**

The Guide (Assistant Teacher) will be responsible for assisting the Montessori Lead Guide in creating a warm, nurturing, safe environment for children, in which individuality is respected and independence is encouraged. The Guide will support children in engaging in activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori. An open mind and willingness to learn, understand, and model Montessori principles are vital.

### **Required Education and Experience:**

- Must be at least 18 years of age
- High school diploma required; college diploma preferred
- 1+ years experience in a Montessori classroom (internship and other relevant experience considered to meet criteria)
- CPR and First Aid Certification or ability to acquire before children start

### **Required Characteristics, Skills, and Additional Qualifications:**

- Ability to relate sensitively and joyfully to children and adults
- Ability to use appropriate positive discipline
- 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
- Flexibility
- Punctuality and ability to maintain school hours
- Willingness and ability to make student-centered decisions
- Willingness and ability to take on a variety of tasks throughout the day

- Willingness and ability to foster a harmonious, collegial teaching team based on mutual respect

## **Major Responsibilities and Duties:**

### **General Responsibilities**

- Support the Lead Guide and assist in establishing and maintaining a harmonious classroom
- Supervise students (at times supervision will be without a Lead Guide present)
- Assist with arrival and dismissal of students
- Accompany students on field trips, going outs, etc.
- Help in establishing and maintaining Montessori classroom culture, paying particular attention to the needs of students and parents
- Carefully observe and keep records on each student's individual progress through the classroom and be available to offer gentle guidance

### **Responsibilities to the Lead Guide**

- Assist in supporting the children in learning about and understanding the Montessori lessons and materials
- Teach in areas of expertise, such as spelling, math facts, peace, literature groups, etc. Specific areas to be assigned in consultation with Lead Guide
- Remain informed and carry out duties as assigned by the Lead Guide
- Inform the Lead Guide of difficulties (e.g. discipline, health, developmental challenges of children, equipment needs, repair and/or maintenance of materials, etc.)
- Meet with the Lead Guide to discuss goals for the class and individual students
- Assist with attendance, record-keeping, snack, lunch, and playground time

### **Responsibilities to the Children and Parents**

- Keep all shared information confidential
- Share all questions from parents pertaining to children's performance with the Lead Guide
- Share all information from parents with the Lead Guide
- Be professional and positive in all dealings with students and parents
- Observe students and discuss observations with the Lead Guide

### **Responsibilities to the Child**

- Help the student help themselves
- Help the student help others

- Help the student gain independence
- Help the student gain concentration
- Observe the student
- Help the student when direction is needed
- Help the student follow through with their activities
- Model appropriate behavior

### **Responsibilities to the Classroom**

- Stock and maintain consumables used daily
- Manage students' classroom clean-up jobs
- General clean-up of the classroom

### **Requirements for All Positions at SVCMS:**

- Attend and participate in staff and level meetings
- Participate in in-service and post-service training as well as additional professional development opportunities as required.
- Attend and participate in SVCMS School Events.
- Check school email at the beginning and at the end of each work day.
- Be ready to begin your duties as scheduled, generally 8 a.m. to 4 p.m., daily.
- When absent, secure a substitute in accordance with SVCMS requirements, ensuring that all of your duties are covered.
- Maintain awareness of and adhere to SVCMS policies and procedures.
- Read the Family Weekly Update, the Staff Weekly Update, and other SVCMS communications.