



THE CORNERSTONE SCHOOL

A MONTESSORI APPROACH TO LEARNING

Job Description - Lower Elementary Co-Lead Guide

Supervised by: Head of School

About Cornerstone

Cornerstone Mission Statement

The Cornerstone School is deeply committed to laying the foundation upon which each child can build, in order to become the architect of their own future. The foundation consists of an open, inquiring mind, a loving heart, and a solid inner confidence that permits respect for our earth and its inhabitants. The groundwork is laid in an environment of intellectual challenge and close, supportive relationships among students, teachers, and parents.

The Cornerstone School values diversity, provides equal employment opportunity, and does not discriminate against any employee or applicant for employment because of race, national origin, disability, ancestry, citizenship, religion, age, gender or gender identity, sexual orientation or any other characteristic protected by law.

The Position

The Lower Elementary Teacher understands and promotes the school's mission, vision, objectives and policies both within and outside the immediate school community. The teacher is responsible for implementing a Montessori classroom environment and curriculum that supports the individual needs of the children in accordance with Cornerstone's mission, vision, core values, Montessori principles and AMS Code of Ethics. They will ensure compliance in accordance with state, federal, and local regulations and Cornerstone's policies and procedures.

The teacher will be respectful of children, parents, and colleagues, modeling Grace and Courtesy in all interactions. The teacher will ensure that learning environments and materials are prepared with the child in mind, are clean, tidy, maintained, and in good order.

Qualifications

1. Has an understanding of Montessori philosophy in accordance with Cornerstone's mission and values.
2. Demonstrates an ability to relate sensitively to people of all ages and varied backgrounds.
3. Possesses a professional manner, personal characteristics and abilities necessary to work with young children, including:
 - a. respect for and faith in each child,
 - b. sensitivity to individual's needs and learning styles,
 - c. ability to provide appropriate challenges to each child's learning and development,
 - d. exceptional amount of patience and flexibility.

4. Holds or is in the process of obtaining a Montessori teaching credential at the Elementary I/Lower Elementary Level from a MACTE accredited training program (AMS, AMI, IMC) and keeps said certification active through required professional development.
5. Demonstrates an interest in participating in ongoing professional development, especially related to the Montessori approach to education and school initiatives.
6. Meets all staff requirements of local and state regulatory agencies.
7. Maintains current First Aid and Pediatric CPR certification.

Responsibilities include but are not limited to:

1. Plan, organize, direct, and manage the daily classroom activities;
2. Differentiate lessons between students of varying abilities and developmental stages;
3. Communicate effectively to diverse constituencies (families, faculty, administration) in the face of high expectations;
4. Monitor, document and track progress of individual students throughout the school year as they progress through the curricular topics;
5. Maintain records and complete twice annual student progress reports in conjunction with co-teacher;
6. Maintain lines of open communication with families regarding students' progress;
7. Maintain lines of open communication with administration and student support regarding classroom challenges;
8. Develop and implement compelling and engaging lesson plans;
9. Foster self-direction and self-management in students;
10. Encourage a collaborative atmosphere in the classroom, teaching students to communicate effectively and thoughtfully, and consider multiple perspectives when solving problems.
11. Prioritizes the safety and well-being of students and staff at all times through adherence to best practices in education, Cornerstone Policies and Procedures, and [AMS Code of Ethics](#).
12. Communicates through the appropriate channels about any problems or concerns.
13. Attends Cornerstone events and professional development as requested by the Administrator.
14. Communicates with the teaching team or program level or, when necessary, the Head of School, about any problems or concerns..

Position and Work Hours:

August 24, 2026 to June 24, 2027. The employee will teach five full sessions in the program per week. Minimum hours are 8:00 am to 4:00 pm daily.

Monthly level meetings, regular full faculty meetings, professional development, in-service training, parent/family orientations, curriculum and sharing nights and other events are part of the included duties of the classroom teacher. A more thorough overview of the school calendar and professional days required is available on our [website](#).

****This job description is not designed to cover or contain a final comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.**