



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:

Classroom Lead Guide

Salary/Hourly Range: \$19.50-\$33.50 per hour, 183-day calendar

Hours: Monday-Friday, 8 a.m. to 1:30 p.m.

Benefits: If working 30 hours or more per week, option to elect medical, dental, vision, and life insurance, as well as FSA; 21.4% PERA (Public Employees Retirement Association) employer contribution

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 help 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+ year experience in a Montessori classroom (internship and other relevant experience considered to meet criteria)
- CPR/First Aid certification

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
- 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
- Attend and participate in staff and level meetings
- Participate in ongoing in-service training
- Adhere to school and safety policies and procedures
- 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

Responsibilities to the Lead Guide

- Assist in supporting the children in learning about and understanding the Montessori lessons and materials
- 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, snack, lunch, and playground time
- Help compile weekly folders

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
- Be familiar with the Parent Handbook and St. Vrain Community Montessori School policies

Responsibilities to the Child

- Help the child help him/herself
- Help the child help others
- Help the child gain independence
- Help the child gain concentration
- Observe the child
- Help the child when direction is needed

- Help the child follow through with his/her activities
- Model appropriate behavior

Responsibilities to the Classroom

- Stack and maintain consumables used daily
- Vacuum and undertake other environment maintenance tasks 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.