



Lower Elementary Lead Guide Job Description

Title: Lead Guide, Lower Elementary

Location: Joyful Scholars Wenatchee Campus (249 N. Mission, Wenatchee WA)

Contract: As soon as possible -June 25, 2021 (hopefully establishing long-term employment, though all contracts are renewed annually)

Salary: \$27,000-30,000 DOE/DOQ

Schedule: 8:15-3:45 M-F (taking a 30-minute lunch) during school days (see school calendar for details; joyfulscholars.org), once-per-session staff meetings during respites or after hours, and three all-school gatherings throughout the year

Sick Leave/Personal Days: Five sick and/or personal days (one day = seven hours) will be paid per school year. (In the event of serious injury or prolonged illness, Director(s) will work to create a suitable plan.)

Date Available: Until filled

Required Qualifications:

- 6-9 Montessori certificate (already completed preferred--nearing completion acceptable within reasonable timeframe if applicant has significant experience)
- High School Diploma or GED (Bachelor's Degree or higher preferred)
- Experience working with 6-9 year-olds in an educational setting (previous Montessori experience strongly preferred)
- Knowledge of Maria Montessori's philosophies and approach to education
- Ability to communicate effectively in spoken and written forms
- Sensitivity to people of diverse backgrounds, including various learning challenges

- Prior to appointment, the successful candidate must pass a criminal history background check.
- In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
- Warm, nurturing, positive, peaceful, patient, and joyful nature
- Creativity and ability to be flexible and adapt to accommodate needs of school, staff, and students
- Willingness to accept guidance from Director(s)
- Desire and dedication to continue learning and growing (when possible, JSM will supply the means to travel for observations or to attend conferences and professional development)
- Outstanding personal conduct and professionalism

Preferred Qualifications:

- Bilingual in Spanish/English
- AMI Certificate
- Recent CPR/First Aid training
- Expertise in any area(s) relevant to education: science, mathematics, technology, engineering, history, geography, art, music, dance, drama, writing, culture, life abroad, business, travel, healthcare/animal caretaking, sports, outdoor pursuits, cooking, sewing, food preservation, etc.

Primary Duties/Responsibilities

- Prepare the classroom in accordance with Montessori standards, and maintain quality environment which is beautiful, safe, and developmentally appropriate for students
- Compile, display, and maintain necessary materials upholding Montessori philosophy (by means of alerting Director(s) to needs for the school to purchase, bringing teacher-made works, and/or supplying receipts for approved purchases)
- Guide classroom according to Montessori pedagogy, as per your training and experience (JSM discourages worksheets and adult-driven curricula. When in doubt, we encourage guides to default to Maria Montessori's original teachings.)
 - Prepare and implement daily/weekly small-group or individual lessons according to various needs and sensitive periods of students
 - Conduct whole-class lessons where appropriate, according to your training and experience

- Facilitate a classroom reflective of Grace and Courtesy through lessons and personal conduct
- Assist students in resolving conflict and problem-solving in gentle and Montessori-approved means. JSM also requires staff to learn and implement Love and Logic techniques for managing the classroom and communicating with parents/guardians. Training and resources are provided by Joyful Scholars.
- Ensure proper supervision of all children at all times, and be aware of standard safety procedures, as well as severe allergies or any specific health/safety needs of individual students
 - Refrain from use of personal cell phone/device while on duty with children, with the exception of communication with Director(s) and parents/guardians, if necessary
- Provide a setting in which children feel safe to express independence, creativity, and feelings appropriately
- Administer basic first-aid when necessary
- Maintain records of classroom activity and student progress--candidate may select his/her favorite method of record-keeping, with approval of Director(s). This will include attendance, lessons given and mastered, observation notes, and record of parent communication.
- Build and maintain positive relationship with parents/guardians
- Communicate with parents as per school guidelines (see handbook) in a constructive and positive manner
 - Prepare for and conduct formal communications with parents regarding individual student progress according to school guidelines (generally two scheduled parent meetings annually)
 - Hold strategy meetings deemed necessary by Guide and/or Director(s)
- Supervise and guide classroom assistant--establish a harmonious, supportive relationship, clearly expressing your expectations, preferred procedures, and constructive guidance when necessary
 - Establish agreeable schedule for cleaning, routine meetings, etc. at your discretion
 - Report any concerns to Director(s)
- Schedule, organize, and implement field trips when appropriate (6-10 times per year is appropriate)
- Collaborate with Wenatchee campus Upper Elementary Lead Guide to ensure cohesive school environment
 - Share resources, ideas, and/or advice when appropriate

- Communicate with Director(s) regarding any needs of the classroom, staff, or students that requires modification of the program
 - Collaborate with Director(s) to meet in person or via telephone/email/texting to address any specific issues that arise
- Contribute to the JSM school community
 - Attend school and parent functions where possible, serving as a role model for assistants
 - Participate in scheduled staff meetings once per session
- Guide may choose to meet with prospective new families, and may choose to assess prospective students for placement and fit within classroom
- Guide may elect to teach summer camps and/or provide respite care (for additional compensation)

To apply: Send resume and letter of interest (please include at least three professional references):

Joyful Scholars Montessori
Attn: Director Cara
249 N Mission
Wenatchee WA 98801

~or~

info@joyfulscholars.org