



RADIANT MONTESSORI

CHILDREN'S HOUSE LEAD MONTESSORI GUIDE

Radiant Montessori is an established Montessori preschool located in **Maple Grove, Minnesota**. At Radiant, we strive for excellence in care, safety, and the child's overall well-being, and our teachers make a tremendous effort to provide a creative, meaningful, and exciting learning environment in the classrooms. We have just over 100 children in six classrooms: three preschool rooms, one toddler room, one transition room (older infant/young toddlers), and one infant room. We also have an indoor large motor room and two playgrounds. As for our staff, we have a great team of teachers and a supportive management team on site daily. Radiant is a great place to work where work ethic and integrity are valued and respected.

We are currently looking to welcome an experienced and compassionate **Lead Montessori Guide** to work in our **Children's House** (ages 3-6) community and grow with our school for years to come. The position is available to start immediately and would consist of full time hours – 40 hours per week, Monday through Friday.



Essential Duties & Responsibilities

- Oversee and supervise up to 25 children with 1-2 support staff (based on ratio)
- Coordinate classroom routine and delegate duties to support staff appropriately/as needed
- Plan and implement lessons - monthly themes are provided but we give our leads the freedom to be creative and teach themes as they wish
- Give whole group, small group, and one-on-one presentations
- Lead group time (learn about monthly themes, read stories, sing songs, learn/review ABCs, numbers, and colors)
- Plan and carry out monthly art, science, and cooking projects
- Prepare and serve meals (breakfast, lunch, and two snacks)
- Assist children in the bathroom (all preschoolers are potty trained but may need help/reminders with steps to follow in the bathroom)
- Take an active role in interacting with children both inside the classroom and outside on the playground
- Maintain a clean and organized classroom environment
- Communicate with parents (in person and electronically through email and app) to keep them updated on child's daily activities, needs, etc. and classroom happenings
- Observe and keep records of children's progress
- Hold parent/teacher conferences twice per year
- Collaborate with admin and music teacher to organize two musical programs per year





Benefits

- Attractive salary that is negotiable depending on qualifications and experience
- Excellent medical and dental benefits
- Generous 401(k) retirement package after one year
- Paid holidays and paid time off
- Childcare tuition discount
- Monthly staff engagement events that promote team bonding
- Management onsite during business hours to support and assist when needed
- Weekly teacher prep time and daily record keeping time outside of classroom
- A company that values work/life balance, giving back to the community, and supporting our families and staff

Qualifications & Requirements

- Committed to supporting children's development and overall well-being
- Passionate about working with children
- Proven history of dedication, responsibility, reliability, flexibility, integrity, and creativity
- Possess strong oral communication skills and ability to multitask
- Enjoy working on a team
- Prior experience working with 0-6 age group in a licensed child care center required; experience working in a Montessori setting is a plus
- Qualified under MN DHS Rule 3 as a Lead Teacher
- Possess Montessori credentials through an accredited AMI or AMS training center (ideal but not required)
- Authorized to work in the United States and able to pass background checks as required
- Possess current Pediatric CPR and First Aid certification (or be willing to obtain within first 60 days)
- Be willing to maintain annual in-service (continuing education) training hours as required by MN DHS Rule 3
- Be able to work assigned hours, attend all required monthly staff meetings, and attend occasional school functions both inside and outside of regular hours
- Physical Requirements: candidate is expected to frequently move, stand, walk, stoop, kneel, crouch, bend, crawl, etc., as well as lift and move up to 50 pounds; frequent outdoor weather exposure will also take place as we love to promote learning outside so candidate must be comfortable going outside in hot and cold weather (within reason)



Interested candidates should send resume, cover letter, and copy of transcripts to resource@radiant-montessori.com