



PT Lead Children's House Guide for 2019-2020 School Year Little Flowers Montessori School – Plymouth location

Little Flowers, a private Montessori school with two locations in Plymouth and Saint Louis Park, is seeking a Part-time Lead Guide for one of our Children's House classrooms at our Plymouth location to begin, August of 2019. Little Flowers serves children ages 16 months to 6 years. We have two toddler environments and four Children's House environments.

This part-time, (morning) position requires a warm, friendly and organized person. The Lead Guide helps direct the children's activities academically, spiritually, emotionally and physically in a prepared Montessori environment that challenges each to reach his/her fullest potential in these developmental areas, in accordance with the Montessori philosophy and LFM policies and procedures.

Key Responsibilities:

- *Parent relations:* hold biannual conferences; establish positive relationships with families; communicate with parents via email, telephone, logs, monthly newsletter; lead occasional Parent Education workshops.
- *Student activities:* guide morning work cycle; maintain prepared Montessori environment; plan, supervise and implement curriculum to meet the needs of each child; use observation as a diagnostic tool; oversee and perform food preparation.
- *Staff relations and development:* serve as a positive and consistent leader for classroom staff and the school; provide ongoing training to classroom team; supervise assistant's job performance; complete performance evaluations as requested by Director; attend all staff meetings and in-service days.
- *Administration and operations:* ensure safety and licensing requirements are met; maintain current, accurate records on students; document child behavior; complete required recordkeeping such as accident reports, separation reports, classroom inventory.
- Work in partnership with the Director to ensure the organization's objectives, requirements and standards are achieved.

Position Requirements:

- Minimum - Bachelor's Degree from an accredited college.
- One or more years related teaching experience with ages birth to - 6 years of age.
- AMI Credential in the assigned classroom's age group.
- Experience working in a Montessori setting, preferred.
- Excellent management and leadership skills.
- Strong communication, customer service and interpersonal skills, able to interact effectively with parents, staff, and students.
- Effective organizational, time management, and problem -solving skills.
- Computer skills.
- Experience leading in a diverse and inclusive environment.
- Current Infant/Child CPR, First Aid, and AHT training, or completion of these trainings upon hiring.
- Ability to physically perform job duties including but not limited to the following: sitting on the floor, kneeling, bending, squatting, and lifting 20+ pounds.

Please send your resume and cover letter to administration@littleflowersmn.org EOE