Children’s House Lead Guide

Bright Water Montessori School seeks an AMI-trained lead Children’s House (Primary) Guide. This is an opportunity to serve our wonderful community of children and families and to complement and support the mission of the school. Bright Water Montessori is committed to Montessori pedagogy for children ages 16 months to 6th grade. The role of the lead Children’s House guide is to further our mission to provide an excellent and equitable Montessori education in North Minneapolis to an intentionally diverse community of students.

Essential Duties and Responsibilities

The lead Children’s House guide provides the highest quality Montessori learning environment and meets the standards set by the Association Montessori International (AMI) and the State of Minnesota standards for a licensed childcare center and a public elementary school.

Preparing the Environment

- Prepare the classroom environment during the opening week of school and maintain the environment throughout the year according to the Montessori training.
- Take time every day, before and after the school day, to maintain and prepare the environment and make sure the Montessori materials are complete, in good repair, and maintained in accordance with the Montessori principles of beauty, order, and simplicity.
- Help maintain the environment outside the classroom—the coat area, the outdoor environment, and other common areas—to keep these areas attractive, orderly, and set up to meet children’s needs.

Classroom Management & Supervision

- Monitor and supervise children within the classroom environment to help them connect with purposeful work.
- Create a purposeful, calm and focused classroom environment.
- Provide guidance to the classroom assistant and aide so that they can help create a calm and focused classroom. Help them be aware of children’s behaviors and activities throughout the classroom during the morning and afternoon work cycles, and provide guidance in redirecting children as appropriate and necessary.
- Plan the daily, weekly, and yearly flow of the class, including routines and rituals around transition times such as arrival, lunch, recess, and departure.
- Protect the physical and mental well-being of the children.
- Take care of the safety and welfare of the children, including keeping children within sight and sound at all times, being always aware of how many children are in your care, reporting any and all accidents and incidents, and supervising the children in fire and tornado drills. In addition, keep current CPR, First Aid, and Blood Borne Pathogen training as well as other training required by the Minnesota Department of Human Services.
- Maintain appropriate staff-to-children ratios (1 to 10) at all times.
- Follow the behavior policies of Bright Water Montessori Schools.
Follow all health and safety procedures, including fire and tornado drills and accident reporting. Keep current CPR, First Aid and Blood-Borne Pathogen training.

Teaching and Instruction

- Exhibit reverence, belief, and trust in each child.
- Establish and maintain an Association Montessori International (AMI) primary prepared environment, and create and develop classroom materials in accordance with AMI training.
- Enable the children’s independence in daily routines.
- Facilitate the children’s concentrated work.
- Consider each child’s learning in relation to their personality, development, family, and culture.
- Plan and implement all original presentations.
- Establish and maintain a lesson-planning and record-keeping system in order to monitor each student’s intellectual, social, and physical development.
- Work in collaboration with colleagues in service of the children.
- Take observation notes of the children’s work and development, and give direction to the classroom assistant in how and what to observe and record of the children’s work. Use these observations to prepare lesson plans and presentations to the children.
- Ensure respect for and provide for children’s individual learning differences.
- Help each child reach his/her fullest potential, in accordance with Montessori philosophy.

Professionalism and Interactions with Colleagues and Families

- Work respectfully and collaboratively with colleagues and families to meet children’s needs.
- Participate in family and community events as needed, including back-to-school nights and open houses.
- Participate in opportunities for professional development such as trainings, workshops, conferences, and professional development days at Bright Water.
- Conduct yourself in a professional and positive manner in the school and at all school functions, and in any environment where staff or school families might be present.
- Serve as a model of respect, grace, and courtesy for the children and for colleagues.
- Respect confidentiality in accordance with school policy and state and federal law.
- Help plan and conduct parent education activities.
- Contribute to your fair share of the operational needs of the school.

Reporting

- Gather data for Work Sampling assessments (observations and work samples) and create reports in fall, winter, and spring.
- Complete twice-yearly conference reports for all children and conduct two conferences with parents.
- Complete end-of-year narrative reports for each child.
- Communicate with parents in regard to their child’s work, development, and needs.
- Maintain current attendance records.
- Report any and all accidents or incidents and prepare reports. Notify parents of the
accident or incident.

Qualifications

- AMI Montessori Primary Diploma
- Previous experience as the leader in a preschool classroom
- Commitment to anti-bias, anti-racist teaching and reflection
- Experience working with children affected by trauma
- Civility, honesty, and integrity; as reflected in daily interaction with faculty, children and parents
- Serve the community: as reflected in student, parent, and community relationships
- Judgment: as reflected in decision-making and problem-solving skills
- Relationships: ability to develop appropriate relationships in support of teaching and learning
- Excellent written and verbal skills
- Excellent organizational skills
- Possess positive and high expectations for yourself and for student success
- Ability to remain on task and follow through projects to their completion
- Excellent word processing skills and good computer knowledge (or ability to learn computer skills to function effectively in the BW setting).

How to Apply

- Go directly to our employment page at https://brightwatermontessori.bamboohr.com/jobs/, OR
- Go to our website at https://www.brightwatermontessori.org/ and click on the Employment tab to apply online.

Statement of Non-Discrimination: Bright Water Montessori Schools is committed to a policy of equal treatment and opportunity in every aspect of its relation with its applicants, staff members, and families, without regard to race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. People of diverse backgrounds are strongly encouraged to apply.