

The
POST OAK
SCHOOL



Position Title: Elementary Lead Guide

FLSA Classification: Exempt, academic-year (10-month) position

Reports To: Elementary Director

Hours: 8:00 a.m.– 4:00 p.m.

Position Starts: 2026-2027 School Year

Summary

The Elementary teacher is a full-time, ten-month position responsible for implementing Montessori curriculum in an Elementary program for ages 6–9. This role includes:

- Modeling a positive regard for the children, their work, and their personal dignity
- Preparing an environment for optimal growth and development—academic, social, physical, and emotional
- Guiding and assessing students through the Montessori Elementary curriculum
- Creating lesson plans and record-keeping systems to follow student progress
- Mentoring and facilitating a collaborative partnership with the classroom assistant teacher
- Implementing a “going out” program
- Engaging in collaboration with faculty and staff
- Communicating with families on a regular basis to share student progress (2 conference periods)
- Attending overnight experiences for the students (grades 3 and up)

- Utilizing Transparent Classrooms to prepare conference reports and communicate regularly with parents
- Attending faculty and team meetings
- Attending school-wide after school events as part of community and program support

Qualifications

The well-grounded candidate will have experience teaching Elementary students in Montessori environment. We are looking for people who possess:

- Bachelor's Degree
- AMI/AMS Elementary Diploma
- A general knowledge of Elementary content areas
- A never-ending passion for personal learning
- The ability to creatively match academic and real-world challenges to a variety of student skill levels
- The ability to create a learning environment that engages students
- Commitment to the goals of Montessori education
- Experience working in a Montessori classroom environment preferred

Physical Requirements and Work Environment

Regularly sit, talk, and listen

Regularly uses close and distance vision

Assist with car line duties to ensure safe and efficient student drop-off and pick-up.

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