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**CORNERSTONE**

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## **Cornerstone Montessori Elementary School Job Description**

**Job Title:** Elementary Montessori Lead Guide  
**Reports To:** Head of School  
**Approved By:** Board of Directors

### **SUMMARY**

Plans and develops, under the guidance of Administration, instructional materials, lessons, and other activities to support Cornerstone Montessori Elementary School's goals and objectives in accordance with the mission statement. The Lead Guide is responsible for planning, organizing, and providing learning experiences for elementary aged children in an authentic Montessori environment. The Lead Guide evaluates the needs and abilities of children and determines methods and techniques to best present and provide instruction to children across all subject areas. The Lead Guide assures children show continuous improvement in learning basics and essential skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

### **Instructional Activities**

- Plans and implements a program of instruction that adheres to the Montessori philosophy, as defined by the Association Montessori Internationale, and the mission of the school.
- Implements instructional activities that contribute to a climate where children are actively engaged in meaningful learning experiences and assists children towards self-directed learning and normalization.
- Ensures that child growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Recognizes learning opportunities; modifies, plans and implements instructional resources, including lesson plans to meet the needs of the children with varying backgrounds, learning styles, and special needs.
- Maintains effective and efficient record keeping procedures, including but not limited to prompt attendance entries, lesson records, and progress reporting.
- Prepares and maintains the classroom environment and ensures materials are complete and in good repair and maintained in accordance with Montessori's principles of beauty, order, and simplicity.
- Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference, meeting, and planning time.
- Facilitates "Going Out" and community engagement opportunities as part of the child's school experience.
- Monitors and evaluates child performance goals, under the guidance of the Head of School.
- Works with the special education team, including special education paraprofessionals, under the guidance of the case manager to coordinate the educational needs of the child.
- Participates in the Individual Education Plan (IEP) meetings for Special Education children.
- Models professional and ethical standards when dealing with children, parents, peers, and community.
- Coordinates activities for Teacher Assistants and substitutes to support the classroom.

### **Classroom Management**

- Establishes reasonable rules of classroom behavior and follows Cornerstone's discipline guidelines and policies for children not adhering to school rules.
- Establishes and supports a dependable procedure for conflict resolution in the classroom and other school environments.
- Supports the children in creating guidelines for the policies/rules of the classroom, giving the children opportunity and practice of raising and discussing common concerns on a regular basis. The Lead Guide shall assist the children with the grace and courtesy required, and toward the goal of enabling the children's independent responsibility for the functioning of their community.
- Takes measures to prevent accidents and protect children, staff, equipment, materials, and the facility.

### **Curriculum Planning and Development**

- Works within the framework of his/her Montessori training.
- Researches and stays current in subject matter, knowledge, and learning theory and is willing to share this information with other staff members.
- Coordinates activities with the teaching faculty and in connection with the classroom environment.
- Collaborates with peers to enhance the instructional environment.
- Attends all staff meetings regularly throughout the year.

### **Child Information and Evaluations**

- Follows Cornerstone's policies and procedures for child evaluation and record keeping, meeting all due dates as required; includes the administration of standardized tests.
- Evaluates child performance through scientific observation, examination, and other methods.
- Respects the confidentiality of records and information regarding children, parents, families, and staff in accordance with accepted professional standards and state and federal laws.
- Writes an end of the year report for each child. These reports are clear, accurate, and reflect both the child's strengths and areas for growth.

### **Public/Parent Information**

- Works to develop close and effective relationships with parents, including opportunities to discuss and understand the child's individual progress; encourages them to bond with both the class and larger school community.
- Contacts parents whenever there is an unusual concern regarding the experience of a child in the classroom. It is important to address such concerns directly and in a timely manner and to make the Head of School aware of the concerns.
- Plans accordingly to participate in and attend school events, including but not limited to open houses, conferences, concerts, and other school events which may occur on weeknights and weekends.
- Communicates and interacts in an appropriate manner with other staff, committee members, administration, children, parents and members of the community.
- Writes articles for the monthly school newsletter as requested.
- Ensures new families feel welcome and involved by assisting new families in their transition into the school community.
- Leads and participates in parent education workshops. The goal of these is to inspire, enrich, and impart knowledge; in short, to more fully explain the Montessori method in its various manifestations.
- Supports the school and its leadership.
- Participates in the admission process, speaking from time to time with prospective families at the request of Administration.

### **Professional Growth**

- Continues professional growth through attendance at workshops, seminars, conferences, including the annual AMI refresher course, in-service opportunities and/or coursework or other educational opportunities to increase knowledge of ways to support each child's optimal growth and to maintain licensure
- Attends staff, Individual Education Plan meetings, and committee meetings as required.
- Maintains current Minnesota Department of Education license and works with administration through the re-licensure process. Completes the required licensure paperwork within the required timelines.

### **Administrative Responsibilities**

- Assesses the needs of the class and prepares requests for materials, furnishing, and supplies within the framework of the budgeting process; updates inventory lists and submits to administration.
- Manages and supports the assistant and any other adults who might work in the classroom.
- Responsible for being aware of the school policies and attend school events as required by the school policies.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

- Current Minnesota Elementary Education Teaching License
- AMI Elementary Diploma
- First Aid and CPR certification
- Previous experience teaching in a Montessori or public setting preferred

### **Knowledge, Skills, and Abilities**

- Knowledge and skill in instructional principles, methods, and techniques of Montessori program as adhered to and defined by the Association Montessori (AMI)
- Skill in collaborating with teaching specialists and Administrators to modify and implement instructional resources, including lesson plans to meet the needs of the children with varying backgrounds, learning styles, and special needs.
- Ability to use a variety of electronic skills and utilize web-based applications.
- Skill in obtaining, clarifying, and exchanging information.
- Skill in classroom management.
- Skill in handling child discipline.
- Ability to organize and coordinate activities.
- Ability to serve as a role model and treat children as individuals in a professional and respectful manner.
- Ability to maintain confidentiality.
- Skill in establishing and maintaining effective working relationships with a variety of people in a multi-cultural, diverse socioeconomic setting.
- Commitment to fulfill the mission of the school and actively collaborate with staff and parents in this effort.
- Skill in communicating effectively, both orally and in writing, with children, parents, and other professionals on a regular basis.
- Ability to fully participate as a team member in a professional learning community.

### **Hours**

Lead Guides are expected to be at school between 8am and 4:30pm, with a half hour break each day.

**Salary Range**

\$45,000-\$53,000 per year

**To Apply**

Please send resume and cover letter to Alyssa Schwartz, Head of School,  
alyssaschwartz@cornerstone-elementary.org.