



Montessori Elementary Lead Guide

Centennial Montessori School
San Mateo, California

Position Summary

The Montessori Elementary Lead Guide holds primary responsibility for the academic, social, and emotional life of the classroom and for the integrity of the Montessori environment. This role calls for a deeply prepared AMI-trained educator who can faithfully implement Montessori principles while contributing to the broader life of the school.

The Lead Guide designs and sustains a beautiful, ordered, and intellectually rich environment in which children develop independence, responsibility, and a deep engagement with learning. Through careful observation, intentional lesson planning, and consistent follow-through, the Guide ensures that each child is appropriately challenged, supported, and progressing.

This is a position of both **pedagogical leadership and professional accountability**. The Lead Guide is expected to meet clearly defined standards in instruction, record keeping, communication, collaboration, and classroom leadership, and to respond constructively to feedback and direction from administration.

All responsibilities are carried out in accordance with applicable **California Community Care Licensing requirements** and all relevant state and federal regulations.

Core Responsibility

The Lead Guide has **full charge of the classroom and students** and is accountable for:

- The fidelity of Montessori implementation
- The academic and developmental progress of each child
- The functioning and culture of the classroom community



- The leadership and effectiveness of all adults in the classroom
 - The timely and accurate completion of all required records and reports
 - Professional, respectful, and effective communication with children, families, and colleagues
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1. Montessori Instruction and Individualized Learning

The Lead Guide plans and implements a comprehensive Montessori elementary program aligned with AMI principles and the mission of the school.

Responsibilities include:

- Presenting lessons across all curriculum areas in a clear, sequential, and developmentally appropriate manner
- Using ongoing **scientific observation** to guide instruction and determine readiness
- Designing and adapting instruction to meet the needs of children with varying abilities, learning styles, and developmental profiles
- Ensuring that each child receives appropriate challenge, support, and follow-up work
- Providing **individualized learning pathways** while maintaining the integrity of the Montessori curriculum
- Monitoring student progress and adjusting instruction as needed to ensure continuous growth
- Recognizing when a child is not progressing appropriately and taking timely, proactive steps to address the issue
- Collaborating with specialists and, when applicable, participating in student support and **IEP-related processes** to ensure appropriate accommodations and support are implemented

Accountability Standard:

Instruction must reflect thoughtful preparation, responsiveness to student needs, and consistent follow-through. Failure to appropriately differentiate instruction, provide required accommodations, or respond to observed learning needs may be addressed through performance review.



2. Observation, Records, and Documentation

Accurate and timely records are essential to Montessori practice and school operations.

The Lead Guide is responsible for:

- Maintaining **daily observational records** for each student
- Keeping lesson records, attendance, and progress documentation current and accurate
- Utilizing school systems and tools for attendance, communication, and record keeping as required
- Submitting all required records, reports, and communications to administration **within established timelines**
- Preparing written student reports that clearly reflect strengths, growth, and next steps
- Using records to inform instruction, communication, and planning

Accountability Standard:

Records must be complete, current, accurate, and submitted on time. Ongoing delays, omissions, or inaccuracies in record keeping are considered a failure to meet essential job responsibilities.

3. Classroom Environment and Materials

The Lead Guide prepares and maintains a classroom environment that reflects Montessori principles of beauty, order, and purpose.

Responsibilities include:

- Ensuring materials are complete, in good repair, and available for student use
- Preparing additional materials and extensions to support student learning
- Maintaining the classroom, outdoor areas, plants, and any assigned animals in accordance with school expectations
- Exercising care in the use and preservation of school property, furnishings, and equipment
- Completing daily room maintenance to uphold classroom standards



Accountability Standard:

The environment must consistently meet school expectations. A disordered, incomplete, or poorly maintained classroom is not consistent with the role of Lead Guide.

4. Classroom Culture, Behavior, and Community

The Lead Guide establishes and maintains a respectful, purposeful, and well-functioning classroom community.

Responsibilities include:

- Setting clear expectations for behavior and work habits in alignment with **school discipline and behavior policies**
- Guiding children in conflict resolution and social responsibility
- Supporting children in developing independence and accountability
- Maintaining a calm, consistent, and respectful tone in all interactions
- Taking appropriate measures to ensure the **safety of children, staff, materials, and facilities at all times**

Accountability Standard:

The Lead Guide must model professionalism and appropriate tone at all times. Communication that is dismissive, inconsistent, or unprofessional with children or families is not acceptable and will be addressed.

5. Leadership of Assistant and Classroom Adults

The Lead Guide serves as the **instructional and operational leader of the classroom**, including responsibility for all adults working within the environment.

Responsibilities include:

- Providing clear, consistent direction to the Assistant regarding classroom expectations, routines, and Montessori practice
- Modeling professionalism, tone, and appropriate interactions with children and families



- Intentionally **mentoring and developing the Assistant**, supporting their growth in Montessori understanding, classroom management, and effectiveness with children
- Delegating responsibilities appropriately while maintaining active oversight of all aspects of classroom functioning
- Establishing aligned expectations so that all adults contribute to a consistent, calm, and purposeful environment
- Addressing concerns with assistants or other adults in a timely and constructive manner and involving administration when appropriate
- Ensuring that assistants, substitutes, and any other adults in the classroom understand their roles and are effectively supporting the children

Accountability Standard:

While responsibilities may be shared, the Lead Guide retains **full responsibility for the functioning of the classroom**. This includes the behavior of students, the condition of the environment, the tone of adult interactions, and the quality of instruction and support provided.

Performance concerns related to classroom functioning—including those involving assistants—remain the responsibility of the Lead Guide to address and manage. Failure to provide effective leadership, direction, or follow-through with classroom adults may be addressed as a performance concern.

6. Collaboration and Professional Conduct

The Lead Guide works closely with administration, assistants, and colleagues to support the classroom and school.

Responsibilities include:

- Collaborating with specialists, support staff, and administration to meet student needs
- Participating in all required meetings, conferences, and school events
- Participating in admissions-related activities, including engaging with prospective families as requested
- Implementing administrative directives related to curriculum, classroom practice, and school operations



- Adhering to all school policies, handbooks, and applicable state regulations
- Responding constructively to feedback and engaging in ongoing professional reflection and growth

Accountability Standard:

The Lead Guide is expected to implement agreed-upon expectations and feedback. Failure to do so or to collaborate effectively may result in further action.

7. Parent Partnership and Communication

The Lead Guide builds strong, respectful partnerships with families.

Responsibilities include:

- Communicating clearly, professionally, and in a timely manner with parents
- Conducting conferences and sharing student progress in a thoughtful and constructive way
- Notifying parents and administration promptly of significant concerns
- Supporting new families in their transition to the school
- Participating in parent education and school events

Accountability Standard:

All communication must be timely, respectful, and aligned with school expectations. Failure to communicate effectively, appropriately, or within expected timelines is considered a serious concern.

8. Professional Commitment

The Lead Guide is expected to demonstrate a high level of dedication and professionalism.

This includes:

- Maintaining consistent, reliable, and **punctual attendance**, and appropriate use of work time including meetings, planning, and school responsibilities



- Devoting full professional attention to school responsibilities during the school year
 - Completing all responsibilities necessary to uphold classroom and school standards, including those requiring time beyond basic hours when appropriate
 - Attending required events, meetings, and professional development, including the **AMI Refresher Course**
 - Maintaining required certifications (First Aid, CPR, licensing requirements)
 - Following dress code and professional conduct expectations
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9. Additional Responsibilities

The Lead Guide may also be required to:

- Assist with extended care coverage on a rotating basis as needed
 - Support school events, admissions, and community activities
 - Contribute classroom documentation (including photographs) as requested
 - Perform additional duties reasonably related to the role and necessary for school operations
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Qualifications

Required

- AMI Elementary Diploma
- Ability to meet all California licensing, health, and background requirements
- Current or promptly obtained First Aid and CPR certification

Preferred

- Montessori elementary teaching experience
 - California teaching credential or equivalent experience
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Schedule and Compensation

This is a **full-time exempt position** during the academic year. Typical hours are **7:30 a.m. to 3:30 p.m., Monday through Friday**, with additional responsibilities as required.

Salary range: \$65,000–\$95,000, based on experience and qualifications.

Final Note

This role is central to the life of the school. It requires not only strong Montessori training, but also consistency, follow-through, and a deep sense of responsibility for each child and for the community as a whole. The Lead Guide is both a steward of the Montessori method and a professional accountable for delivering it with integrity every day.