



## Montessori Children's House Lead Guide

Centennial Montessori School

### Position Summary

The Montessori Children's House Lead Guide holds primary responsibility for the academic, social, and emotional development of children ages 3–6 and for the integrity of the prepared environment.

This role requires a deeply prepared AMI-trained educator who can faithfully implement Montessori principles while ensuring compliance with **California Community Care Licensing regulations** governing early childhood programs.

The Lead Guide designs and sustains a beautiful, orderly, and developmentally appropriate environment in which children develop independence, coordination, concentration, and social responsibility.

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### Core Responsibility

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

- Fidelity to Montessori practice
- The development and well-being of each child
- The functioning of the classroom environment
- Supervision and effectiveness of all adults in the classroom
- Compliance with all licensing, safety, and supervision requirements
- Accurate and timely documentation and communication

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### Instruction and Child Development



- Present Montessori materials and lessons appropriate to the developmental needs of children ages 3–6
- Support development of independence, order, coordination, concentration, and language
- Observe each child closely and respond with appropriate guidance and lessons
- Support normalization and the development of work cycles
- Provide individualized support based on observation and developmental readiness

**Accountability Standard:**

The Guide must respond appropriately to each child’s developmental needs. Failure to provide appropriate guidance or support may be addressed through performance review.

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## Licensing Compliance and Supervision

- Ensure constant supervision of children in accordance with licensing requirements
- Maintain required adult-child ratios at all times
- Follow all health, safety, and reporting requirements
- Maintain required documentation for licensing compliance

**Accountability Standard:**

Failure to meet supervision, safety, or licensing requirements is a serious violation of job responsibilities.

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## Records and Documentation

- Maintain daily observations and student records
  - Complete attendance and required documentation using school systems
  - Submit all required reports within established timelines
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## Environment and Classroom Maintenance

- Maintain a clean, orderly, and complete environment



- Ensure materials are functional and available
  - Uphold standards of beauty, order, and readiness
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## **Leadership of Assistant**

- Direct, mentor, and support assistant
  - Maintain consistency in adult expectations and tone
  - Retain full responsibility for classroom functioning
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## **Parent Communication**

- Communicate clearly and professionally with families
  - Conduct conferences and share progress
  - Address concerns in a timely manner
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## **Professional Expectations**

- Maintain punctual attendance and reliability
  - Attend meetings, events, and training (including AMI refresher)
  - Follow all school policies and licensing requirements
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