



Lead Guide Job Description

Mission: *Children's Workshop Montessori School fosters community, guides innate curiosity, and builds a foundation for a lifelong love of learning. Our aim is to promote respect, and responsibility to self, to others, and to the natural world.*

Vision: To be known within the community as the premier provider of AMI recognized Montessori education for children ages 8 weeks to 6 years.

Lead Guide Responsibilities:

Perform their duties faithfully, enthusiastically, and satisfactorily at CW during normal working hours on regularly scheduled school days, and at other times as specified below.

- The Lead Guide agrees to devote full time and attention during normal working hours to their duties as a Montessori Lead Guide and staff member of CW.
- Abide by all reasonable rules, regulations and policies promulgated by the CW Board of Directors and shall comply with all relevant statutes, regulations and ordinances of the state of Minnesota.
- Adhere to all CW guidelines and standards, for the purpose of maintaining excellence and a high degree of professionalism.
- Submit all employment onboarding and health forms required by CW and the state of Minnesota before the last day of the first 30 days of employment.
- Respect the self, respect others, and respect the overall environment.

Administrative Responsibilities:

- Assist in the efficient and effective management of the classroom.
- Follow protocols for managing information (i.e., attendance, incident reports) and completing requests (i.e., ordering supplies, personal and medical leave), etc., as further detailed in the Employee Handbook.
- Observe and meet all school deadlines (i.e. preparing progress reports, etc.).
- Attend all required staff meetings and special events.
- Maintain open communication with administration and colleagues. Voice concerns and seek help from administration in a timely and positive manner.
- Continuously and effectively work with and train Support Staff in the Montessori method and child development.
- Offer leadership and mentorship to Support Staff and other staff members, including support with and follow up on goal setting and providing insightful and inspiring feedback.
- Respond to all organizational e-mails within 24 hours – weekends excluded. Copy the Head of School (as appropriate) on concerning e-mails.

Classroom Community Leadership Responsibilities:

- Cultivate a nurturing, respectful, inspiring, empowering and safe learning environment.
- Put the child at the center of each moment. Always operate with the individual child as your guide. What do they need? What are they telling me? What sensitive period are they

communicating? How can I be the dynamic link to the environment to meet this child's unique needs?

- Know and honor each child, cultivating and celebrating their strengths, and gracefully supporting areas of struggle and challenge as opportunities for growth.
- Provide and support deeply engaging learning experiences in accordance with authentic Montessori philosophy and practice.
- Cultivate and generate a completely student-led environment, filled with independence, concentration, wonder, and joy.
- Create a rich culture of grace and courtesy in the classroom.
- Collaborate and support all guides and staff to effectively develop, share and participate in learning activities and community events.
- Create a beautiful and inspiring Montessori prepared environment, in complete adherence to these principles:
 - Is it for the child?
 - Is it beautiful?
 - Is it necessary?
- Assure that Montessori methods, classroom environment, and individual student needs are well addressed.
- Prepare the Outdoor Learning Environment in collaboration with the Head of School and utilize this space as appropriate.
- Lesson plan weekly to ensure each child's unique needs are being met in each area of the curriculum with lessons that support and generate curiosity and wonder, a deep love of learning, and strong academic skills.
- Keep accurate records, updated weekly, on individual student's development and needs.
- Provide supervision over the classroom community and students' work, with a keen awareness of the functioning of the whole while also paying attention to individual and small group needs.
- Strive to observe for at least 15 minutes a day, and record these observations.
- Model and teach appropriate conflict resolution and problem-solving strategies.
- Attend regular weekly meetings with other staff members, fellow Lead Guides, and/or the Head of School.
- Attend all meetings and participate fully, sharing your full intelligence and experience, and offering your full support to the success and well-being of the school community.
- Assist Support Staff in goal setting, and offer consistent and supportive feedback to support the Support Staff growth and development.
- Consistently mentor the Support Staff to be fully supportive and aligned with Montessori practice in the classroom, on the playgrounds, and in the greater school community.
- Take full responsibility for creating a beautifully prepared classroom environment with a fully educated, supportive and prepared classroom team.
- Provide positive and critical feedback (opportunities for growth and development), support and evaluations for all relevant colleagues.
- Be an ambassador of CW to our students, staff, and community at all times.
- Come to each conversation in partnership and with a sense of purpose towards common goals.
- Communicate openly, compassionately, and proactively.

Responsibilities to CW Families:

- Ensure warm and effective connection between home and school, and support ongoing communication among parents, family, students, and the teaching team.
- Educate and fully support full parent/guardian understanding of the beauty and importance of Montessori Education on the academic, emotional, and social development for the young child.
- Provide family-teacher conferences twice a year to provide feedback on students' intellectual, emotional, and social development.
- Create well written, educational and insightful progress reports and newsletters.

- Provide well-written, insightful updates to parents and family, using the school’s chosen avenues and adhering to the guidelines and schedule agreed upon by the Head of School and Board of Directors.
- Participate in and lead inspired family education and community outreach events.
- Respond to parent and family inquiries in a timely fashion, respectfully and effectively.
- Build strong partnerships with parents and families served by the school.
- Support communication with parents and families according to school guidelines.
- Ensure successful transition of students to the next level of programming.

Professional and Personal Responsibilities:

- Model lifelong learning and meet professional development requirements.
- Be a life-long learner, taking full responsibility for your own self-awareness, growth and development.
- Remain committed to deepening your understanding of authentic Montessori practice, and implementing the method rigorously and precisely in your classroom community and beyond.
- Attend professional development workshops both in and outside of school.
- Create yearly professional goals in partnership with the Head of School to be supported by your professional development.
- Peer coach, as observer, mentor and instructor.
- Observe within the CW community and, ideally, at a school outside of the school community.
- Read at least one peer-reviewed article a month to further your understanding of and practice in classroom management, collaborative problem solving, and/or Montessori education.
- Be open-minded and work in collaboration with the Head of School Support Staff, families and others to best support students.
- Seek resources to support your development of those areas of instruction or curriculum that are not your strengths.

I, _____, as the Lead Guide, agree to carry out the CW Mission and Vision by adhering to the responsibilities listed in the Lead Guide job description here.

Lead Guide Signature: _____ Date: _____

Head of School Signature: _____ Date: _____

Work Authorization/Security Clearance: Authorization to work in the United States is a pre-condition of employment at CW.

AAP/EEO Statement: CW welcomes all students and families and does not discriminate in its hiring, admissions practices, or any other form of access on the basis of race, religion, national origin, sexual orientation, gender identity/expression, sex or disability.