



# Sunny Hollow

## MONTESSORI

<b>Job Title:</b> Toddler Lead Guide (ages 16-35 months)	<b>Department:</b> Education
<b>Reports To:</b> Early Childhood Coordinator	<b>Salary/Pay Grade:</b> \$55,000-\$68,000, starting
<b>Employee Status:</b> Full-Time	<b>FLSA Classification:</b> Exempt

35–40 hrs/wk     20–35 hrs/wk     less than 20 hrs/wk

### Position Summary

Sunny Hollow is seeking a Lead Guide to help open a Toddler Community in September 2026. The Lead Guide serves as an educational leader in the Montessori classroom and holds primary responsibility for creating and sustaining an authentic Montessori environment that supports the academic, social, emotional, and developmental needs of children. The Lead Guide works in close collaboration with colleagues, families, and support professionals, to ensure the holistic success of each student. **The start date for this role is negotiable but no later than August 24, 2026.**

### Education & Experience

#### Education:

- Bachelor's Degree (BA or BS) required.
- AMI or AMS Teaching Diploma/Credential appropriate to program level, or currently enrolled in a recognized training program.

#### Experience:

- 1-3 years of teaching experience in a Montessori school setting.

#### Certifications & Competencies:

- Completion of all annual training as required by DHS and OSHA, as applicable.
- Demonstrated understanding of Montessori philosophy and methodology.
- Strong communication, collaboration, and organizational skills.

### Essential Duties & Responsibilities

#### Montessori Environment and Instruction

- Prepare and maintain a high-quality Montessori learning environment that supports optimal growth and development across all domains.
- Deliver presentations to large groups, small groups, and individuals, aligned with Montessori curriculum and student readiness.
- Develop and implement individualized curriculum plans and classroom interventions to meet each student's needs.
- Maintain accurate and timely student records using Transparent Classroom.
- Support children in developing independence, responsibility, and a love of learning.

#### Health, Safety, and Classroom Management



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- Ensure the safety and well-being of all students at all times.
  - Supervise students throughout the school day, including classroom, hallways, outdoor areas, and other shared spaces.
  - Help maintain a clean, organized, and inviting classroom, hallway, storage, and outdoor environment.

### **Family Engagement & Communication**

- Prepare and send classroom newsletters at least once per month or per academic cycle.
- Upload a minimum of two photos per month per child to Transparent Classroom.
- Prepare for and attend biannual family conferences twice a year and additional conferences as needed.
- Meet with prospective students and families as part of the school's admissions and enrollment process.
- Attend and support school-wide events including parent education, student performances, exhibitions, and community celebrations.

### **Collaboration & Student Support**

- Work collaboratively with Tier 2 and Tier 3 support professionals to meet the needs of all students.
- Support smooth transitions between program levels by coordinating with colleagues.
- Attend scheduled meetings including: One-on-One, Lead Guide, Team, Level, Cross-Level, All Staff, Committee, IEP, and Child Study meetings.

### **Professional Development & School Community Engagement**

- Participate in self-assessment and peer evaluation in alignment with school professional development processes.
- Set annual professional goals with ongoing relevant professional development aligned with these goals.
- Participate in family education, community-building, and retention efforts as outlined in the school calendar and handbook.
- Attend and actively participate in school fundraising events and initiatives as part of school wide advancement efforts.

### **Assistant Guide Supervision (if applicable)**

- Wet the vision and tone for the classroom culture and operations.
- Hold weekly team meetings with the Assistant Guides.
- Support the training and development of the Assistant in Montessori philosophy, classroom practices, and expectations.
- Provide regular feedback and participate in annual performance evaluation.

### **Administrative & Program Support**

- Manage the classroom budget and in alignment with school procedures.
- Assist in the planning and attending overnight or extended trips, if applicable.



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### Physical Requirements

- Ability to sit on the floor and move easily to engage with children at their level.
- Ability to stand and walk for extended periods throughout the day.
- Frequent bending, kneeling, crouching, and reaching as part of daily classroom activities.
- Ability to lift and carry up to 40 pounds (e.g. classroom materials or assisting a child).
- Physical stamina to supervise and support students during a full school day.
- Comfortable working in both indoor and outdoor environments, including varying weather conditions.

### Work Environment

This position takes place in a professional Montessori school setting that includes classrooms, hallways, shared spaces, and outdoor learning or play areas. The work environment is dynamic and child-centered, often involving moderate to high levels of activity and noise. The Lead Guide collaborates closely with students, families, and staff, and may occasionally participate in evening or weekend events as part of the broader school community. Flexibility, presence, and active engagement in both structured and spontaneous educational moments are essential to the role. This is a full-time, on-site position; remote work is not available.

### Benefits

We offer comprehensive benefits including health, dental, and vision insurance, a retirement savings plan, paid time off, and more.

Sunny Hollow Montessori is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information. Please visit our website at [Welcome to Sunny Hollow Montessori | Guiding children from infancy to adulthood](#)