



Casa Guide (Ages 3-6)

Sunny Hollow Montessori | St. Paul, Minnesota

Department: Education

Reports to: Early Childhood Coordinator for Toddler and Casa; -Head of School for Elementary and Junior High

Classification: Full-Time, Exempt

Hours per Week: 40

Work Location: On-site only, Sunny Hollow Montessori, St. Paul, MN

Salary Range: \$55,000-\$72,000

About Sunny Hollow Montessori

Sunny Hollow offers authentic Montessori education for children ages 16 months through Junior High.

This consistent, connected experience—from toddlerhood to teenager—creates a sense of trust, belonging, and courage. Our students feel safe to try, explore, and grow. Our classrooms follow the international, high-quality standards of the Association Montessori Internationale (AMI). They are designed to foster students' natural curiosity, their desire to "do it myself," and their independence. Sunny Hollow parents appreciate that our classrooms are no- or low-tech. Our materials are real wood and real glass and really delightful.

Position Summary

The Casa Guide serves as the educational leader of 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 or adolescents. The Lead Guide works in close collaboration with colleagues, families, and support professionals to ensure the holistic success of each student.

Essential Duties & Responsibilities

Montessori Environment & 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 in alignment with Montessori curriculum and developmental appropriateness.

- Develop and implement individualized curriculum plans and classroom interventions to meet each student's needs.
- Maintain accurate, timely student records using Transparent Classroom.
- Support children/adolescents in developing independence, responsibility, and a love for learning.
- Set the vision and tone for the classroom culture and operations.
- Manage the classroom budget responsibly and in alignment with school procedures.

Health, Safety, and Classroom Management

- 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 Communication & Engagement

- Prepare and send classroom newsletters at least once per month or per academic cycle.
- Upload a minimum of two photos per month per child/adolescent to Transparent Classroom.
- Prepare for and attend biannual family conferences 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.

Schoolwide 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 as needed.

Professional Learning & School Community Engagement

- Engage in ongoing professional development in Montessori pedagogy and the role's subject area, including anti-bias and culturally responsive practice.
- Participate in self-assessment and peer evaluation as part of the school's professional development process.
- Set annual professional goals and complete relevant professional development aligned with those goals.
- Stay informed about developments in child and adolescent development relevant to the role.
- Collaborate in faculty meetings, school events, and ongoing professional development.
- Join in family education, community-building, and retention events as outlined in the school calendar and employee handbook.
- Attend and actively contribute to fundraising events and initiatives as part of school-wide advancement efforts.
- Assist in planning and attending overnight or extended trips, if applicable.

Assistant Guide Mentorship

- Indirect oversight and coaching of the Assistant Guide.
- Hold weekly team meetings with the Assistant Guide.
- Support the training and development of the Assistant in Montessori philosophy, classroom practices, and expectations.
- Collaborate with the Assistant to set and review annual goals.

- Provide regular feedback and participate in annual performance evaluation.

Qualifications

Education

- Bachelor's Degree (BA or BS) required.

Experience

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

Credentials & Certifications

- AMI or AMS Montessori credential for the relevant level required, or currently enrolled in a recognized training program; or willingness to complete training within an agreed timeline.
- Completion of all annual training as required by DHS and OSHA, as applicable.

Competencies

- Cultural humility and commitment to inclusive, anti-bias education.
- Strong communication, collaboration, and organizational skills.
- Demonstrated understanding of Montessori philosophy and methodology.
- Adaptability, warmth, and strong interpersonal skills across age groups.

Physical Requirements

- Ability to sit on the ground or 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.

Compensation & Benefits

Salary range: \$55,000-\$72,000

Actual compensation will be determined based on experience, qualifications, and internal equity.

Sunny Hollow Montessori offers a comprehensive benefits package including health, dental, and vision insurance, a retirement savings plan, paid time off, professional development support, and tuition benefits for employees with enrolled children, subject to plan eligibility.

Equal Opportunity Statement

[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. We actively welcome applicants from backgrounds historically underrepresented in Montessori education.

Apply on Sunny Hollow Montessori's [employment page](#). Questions can be directed to Tiffany Heaver, Early Childhood Coordinator, at tiffanyh@sunnyhollow.org or 651-690-2307.