



Casa Co-Guide

Sunny Hollow Montessori | St. Paul, Minnesota

Department: Education

Reports to: Early Childhood Coordinator for Toddler and Casa

Classification: Full-Time, Exempt

Hours per Week: 35–40

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 Co-Guide serves as an educational leader in the Montessori classroom and shares full responsibility for creating and sustaining an authentic Montessori environment that supports the academic, social, emotional, and developmental needs of children or adolescents. Working in equal partnership, Co-Guides collaborate closely with one another, as well as with families, colleagues, and support professionals, to ensure the holistic success of each student.

Essential Duties & Responsibilities

Montessori Environment & Instruction

- Co-create and maintain a high-quality Montessori learning environment that supports optimal growth and development across all domains.
- Share responsibility for delivering lessons to large groups, small groups, and individuals, aligned with Montessori curriculum and student readiness.

- Collaboratively develop and implement individualized curriculum plans and classroom interventions.
- Maintain an organized environment with attention to order, beauty, completeness, and accessibility to promote independent use by children.
- Maintain accurate and timely student records using Transparent Classroom.
- Guide children in developing independence, responsibility, and a love of learning.

Health, Safety & Classroom Management

- Jointly ensure the safety and well-being of all students at all times.
- Share in the supervision of students throughout the school day, including transitions, outdoor play, and shared spaces.
- Partner to maintain a clean, organized, and inviting classroom, hallway, storage, and outdoor environment.

Family Communication & Engagement

- Collaborate on monthly classroom newsletters and photo documentation for Transparent Classroom.
- Co-lead family conferences twice a year and additional conferences as needed.
- Participate in the school's admissions and enrollment process, including meeting with prospective students and families.
- Support and attend school-wide events such as parent education, performances, exhibitions, and community celebrations.

Schoolwide Collaboration & Student Support

- Work collaboratively with each other and with Tier 2 and Tier 3 support professionals to meet student needs.
- Facilitate smooth transitions between program levels by coordinating with other classroom teams.
- Attend and participate in scheduled meetings including One-on-One, Team, Level, Cross-Level, All Staff, Committee, IEP, and Child Study meetings.
- Participate in monthly one-on-one meetings with the supervisor for reflection, support, and feedback.
- Contribute to interdisciplinary planning and school events that strengthen the mission and community.

Professional Learning & School Community Engagement

- Engage in self-assessment and peer evaluation in alignment with school professional development processes.
- Set and pursue annual professional goals with ongoing relevant development.
- Engage in ongoing professional development in Montessori pedagogy and the role's subject area, including anti-bias and culturally responsive practice.
- Stay informed about developments in child and adolescent development relevant to the role.

- Support family education, community-building, and retention efforts as outlined in the school calendar and handbook.
- Participate in school fundraising events and advancement initiatives.

Mentorship & Team Collaboration (if an Assistant Guide is present)

- Share leadership in establishing and maintaining classroom tone, expectations, and procedures.
- Hold regular team meetings with any Assistant Guides.
- Support the Assistant's understanding of Montessori philosophy, classroom roles, and professional growth.
- Provide ongoing feedback and participate in performance evaluations.

Administrative & Program Support

- Share in managing the classroom budget in alignment with school guidelines.
- Assist in the planning and participation of overnight or extended school trips, where applicable.

Qualifications

Education

- Bachelor's degree (BA or BS) required.
- AMI or AMS teaching diploma/credential appropriate to the program level, or current enrollment in a recognized training program.

Experience

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

Credentials & Certifications

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

Competencies

- Demonstrated understanding of Montessori philosophy and methodology.
- Cultural humility and commitment to inclusive, anti-bias education.
- Strong communication, collaboration, and problem-solving skills.
- High level of organization, follow-through, and time management.
- Adaptability, warmth, and strong interpersonal skills across age groups.
- Competence with digital recordkeeping and general office software (e.g., Transparent Classroom, email, shared documents).

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

The Co-Guide works in a carefully prepared Montessori classroom designed to foster independence, concentration, and joyful learning. This role is highly interactive and physically active, requiring frequent movement between standing, walking, sitting on the floor, bending, and lifting up to 40 pounds. Co-Guides engage fully with students throughout the day—indoors and outdoors, in all seasons—while maintaining a calm, orderly, and inviting environment. The position demands stamina, focus, and adaptability, as well as a collaborative spirit and a deep commitment to child-centered education. Co-Guides work in equal partnership with one another and in close coordination with families and school staff. This is a full-time, on-site position; remote work is not available.

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.