



Amherst Montessori School seeks a Montessori Certified Infant/Toddler Lead Guide

We are growing! As Amherst Montessori School expands to meet the needs of our community, we are seeking a certified Montessori Lead Guide for a vibrant Infant /Toddler classroom.

Summary

The Lead Guide will work closely with a teaching team to uphold authentic Montessori principles and create a successful learning environment for each student. The ideal candidate will be passionate, dedicated, and enthusiastic about fostering a life-long love of learning and inner purpose, and will demonstrate the following: a strong commitment to the profession and furthering one's professional development; effective organizational and communication skills; excellent classroom management skills and classroom awareness; genuinely enjoy working with young children; a deep love and understanding of the 0-3 Montessori curriculum, and an ability to work as a strong team member.

Responsibilities

The Classroom: Cultivate a nurturing, respectful, inspiring, and safe learning environment.

- Provide and support learning experiences in accordance with authentic Montessori philosophy and practice.
- Collaborate and support teachers throughout the classroom and the school to effectively develop, share and participate in learning activities.
- Assure that Montessori methods, environment, and individual student needs are well addressed.
- Keep accurate records on individual students' development.
- Provide supervision over the classroom community and students' work, with keen awareness of the functioning of the whole while also paying attention to individual and small group needs.

Student Family and Support: Ensure warm and effective connection between home and school, and support ongoing communication among the triad of parents, students, and the teaching team.

- Provide parent-teacher conferences to provide feedback on students' intellectual, emotional, and social development.
- Create well written, educational and insightful progress reports and newsletters.
- Participate in and lead inspiring parent education events.
- Respond to parent inquiries respectfully and effectively.
- Support communication to parents according to school guidelines.

Professional and Personal Growth: Model lifelong learning and meet professional development requirements.

- Attend professional development workshops outside of school.
- Create annual goals in partnership with Administration to support professional development.
- Peer coach, as observer and instructor.

Administrative Responsibilities: Assist in the efficient and effective management of the school.

- Follow protocols for managing information and completing requests.
- Observe all school deadlines (i.e. submitting classroom newsletters, preparing progress reports, etc.).
- Attend staff meetings and school special events.
- Support the overall advancement of the school including retention of students, supporting fundraising, serving as an advocate for the school, etc.
- Maintain open communication with administration and colleagues and voice concerns to and seek help from

administration in a timely and positive manner.

- Effectively work with and train assistants in Montessori method and child development.
- Supervise classroom assistants, offer leadership and mentorship to assistants, including support with and follow up on goal setting and providing insightful and inspiring evaluations.

Community Leadership Responsibilities: Support the school community as a model and leader of Montessori principles and professionalism.

- Schedule and lead team meetings with staff.
- Support classroom assistants in goal setting.
- Provide positive and critical feedback (opportunities for growth and development), support and evaluations for assisting team.
- Be a role model for Montessori to our students, staff and community

Qualifications

- BA/BS Degree Required, MA preferred
- Montessori 0-3 Teaching Credential from either AMS or AMI
- Montessori Teaching experience (4+ years preferred)
- MA Department of Early Education and Care Lead Toddler Teacher Certified (or have the qualifications to be certified)
- Experience working with young children
- Understanding of and commitment to Montessori Philosophy
- Ability to work collaboratively with faculty to enhance whole school learning environment
- Commitment to professional development and best practices in education
- Commitment to meeting the needs of each child

Competitive Salary and Benefits

This position is full time for 10 months a year, beginning August 2016. Occasional weekend and evening hours. Additional summer hours possible. Competitive salary, dependent on experience. Benefits include health, dental, TIAA-CREF retirement, paid vacation and holidays, and tuition remission for qualified dependents.

Contact Information

To apply, candidates should send the following information via email to Shelley Poreda, Director of School at sporeda@amherstmontessori.org:

- Résumé
- Cover Letter
- 3 Reference Contacts
- Copy of Montessori Credential
- Copy of MA DEEC Certification, if available

Amherst Montessori School is an independent, non-profit school serving children age 6 months through 12 years. Founded in 1970, AMS is located in Amherst, Massachusetts, nestled in the Mt. Holyoke mountain range. This is a beautiful and culturally rich part of New England, and is a wonderful place to live and raise a family. We are a hard-working group, and welcome your intelligence, creativity, passion and vision as we cultivate our school. Review of applications will begin immediately, and will continue until position is filled.