

## **Job Description: Primary Lead Guide**

The **Primary Lead Guide** for Magnolia Montessori School is a nurturing, intentional and empowering professional educator. The ideal candidate will be a Montessori-trained (AMI or AMS) classroom leader, dedicated to fostering a positive and collaborative school community with a passionate commitment to the authentic Montessori philosophy and methods.

Magnolia Montessori School (MMS) is a small, well established Montessori school in Oxford, MS, seeking a lead Primary teacher for the Spring 2019 semester and beyond. Magnolia Montessori aims to foster in each child a sense of respect, responsibility, and resourcefulness for themselves, their community, and for our connected and global society. By encouraging curiosity and innovative thinking, our students maintain a life-long love of learning and sense of duty towards stewardship and ethical responsibility. Every MMS student undergoes a self-construction that allows for the development of their fullest academic, social, and emotional potential. Our families and staff work together to create a foundation upon which an authentic Montessori education can grow and have a positive impact in our community.

### **Essential Duties**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

### **The Lead Guide for the Primary Community will:**

- Perform their duties faithfully, enthusiastically, and satisfactorily at MMS during normal working hours on regularly scheduled school days, and at other times as specified below. The Primary 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 MMS.
- Abide by all reasonable rules, regulations and policies promulgated by the MMS Board of Directors and shall comply with all relevant statutes, regulations and ordinances of the state of Mississippi.
- Adhere to all MMS guidelines and standards, for the purpose of maintaining excellence and a high degree of professionalism.
- Submit all employment onboarding and health forms required by MMS and the state of Mississippi 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 school.
- 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 to and seek help from administration in a timely and positive manner.
- Continuously and effectively work with and train Support Guides in the Montessori method and child development.
- Offer leadership and mentorship to Support Guides and other staff members, including support with and follow up on goal setting and providing insightful and inspiring evaluations.

- Respond to all organizational e-mails within 24 hours – weekends excluded. Copy the Directors (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 Director of Sustainability Programming 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 Directors.
- 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 Guides in goal setting, and offer consistent and supportive feedback to support the Support Guides' growth and development.
- Consistently mentor the Support Guides 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 MMS 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 MMS 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 Executive Director, Director of Curriculum, and Lead & Support Guides.
- 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 Directors to be supported by your professional development.
- Peer coach, as observer, mentor and instructor.
- Observe within the MMS 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 Directors, Support Guides, 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.

**Position Details**

This is a 10-month, full-time position, and hours of work and days are Monday through Friday, 8:00am – 4:00pm. Occasional evening and weekend work may be required as job duties demand. Salary commensurate with experience.

**We hope for an expedient hiring process.**

## **Education and Experience**

### *Required:*

- BA/BS Degree
- MACTE-Accredited Montessori Primary Teaching Credential
- Understanding of and commitment to Montessori Philosophy
- Ability to work collaboratively with staff to enhance whole school learning environment and community
- Excellent communication skills – both written and verbal
- Commitment to professional development and best practices in education
- Commitment to meeting the needs of each child

### *Preferred:*

- 2+ years classroom experience

## ***Work Authorization/Security Clearance***

Authorization to work in the United States is a pre-condition of employment at MMS.

## ***AAP/EEO Statement***

MMS 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.

## ***Other Duties***

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If you are interested in this position, please email your most recent resume and a cover letter detailing why you are applying to Executive Director Edy Dingus at [ed@magnoliamontessorischool.com](mailto:ed@magnoliamontessorischool.com).