



AMI Primary Guide

NOPA Montessori is located in the heart of San Francisco and we are seeking a passionate experienced educator to join our supportive team. This role is for someone who has an appetite and aptitude for leadership. The AMI Guide will ensure a nurturing and positive experience for the children in our care and their families. We offer a highly competitive salary and benefits including health insurance (medical, dental, vision), paid vacation and major holidays, professional development opportunities (including the AMI Refresher Course!), and tuition discounts.

Job Duties

- Guide children with Montessori materials throughout the day
- Keep records of children's progress and lesson plan next steps for each child
- Build relationships with families by meeting regularly with parents, corresponding via email & phone, and sending a monthly newsletter
- Hold parent/teacher conferences twice a year
- Work with our Room Parents to stay connected with the parent community and plan activities to foster connection between parents, staff, and children
- Prepare the environment including cleaning, making, refreshing, arranging and stocking classroom materials
- Collaborate with classroom staff and administration
- Lead classroom staff meetings
- Take children to a public park for outdoor play time

Requirements

- Association Montessori Internationale (AMI) Diploma for the 2.5-6 years old
- 12 ECE Credits (at least 6 units completed to begin work, and enrolled in 6 additional units)
- Criminal and Background Clearance
- Able to lift 40lbs
- Love of children and families
- Organized and well spoken

How To Apply

Please send your cover letter and resume to Masha LePort (Head of School):
masha@nopamontessori.com