

THE PORTLAND MONTESSORI SCHOOL

Position Description

POSITION TITLE:	AMI Trained Primary Classroom Guide
REPORTS TO:	Senior Director of Education
LOCATION:	Portland, OR
WORK CONDITION:	Onsite, Follow school year calendar and this position is required to work late August to early June
SALARY RANGE:	\$51,000 - \$63,000/year; based on experience
BENEFITS:	medical, dental, sick and PTO, access to 403b
CLASSIFICATION:	Full Time; Regular; Exempt: At Will

Description of The Portland Montessori School

The Portland Montessori School is Oregon's first Montessori school and the longest running Montessori program in the Pacific Northwest since opening our doors in 1962. We guide each child's joyful quest to reach their intellectual, social and emotional potential within a diverse, supportive and caring learning community. Nurturing curiosity and guiding discovery are at the core of our program.

We have an experienced and gifted team of AMI certified Guides (Lead Teachers) and a diverse group of dedicated and compassionate Montessori and education professionals. What also sets us apart is the heart of our community - the dedicated circle of educators, families, and supporters - who prioritize our children's learning every day.

Our school campus is nestled in a Northeast Portland neighborhood that includes a dynamic outdoor learning and play environment that helps connect children to the world around them. Our toddler, primary (preschool) and elementary programs combined make up a diverse group of over 140 children ages 15 months to elementary age and each classroom program connects a depth of knowledge with practical preparation for students while building friendships and community, providing the building blocks for developing lifelong learning skills. We are also pleased to be a Preschool Promise partner school.

About the Position of Guide

The Portland Montessori School seeks an experienced Montessori Guide contributing to a collaborative, inclusive, and empathetic school culture. This educator shares in our mission, vision and values and upholds children's education as a priority in our community. We are looking for an educator to lead our primary classroom with an established community of 20 children ages 2.5 to 6 years.

KEY FUNCTIONS AND RESPONSIBILITIES

- Responsible for leading and managing Montessori Primary Classroom
- Support AMI teaching pedagogy and apply professional knowledge of child development principles to interpret Montessori pedagogy in a manner that assures development growth
- Mentorship and training of Classroom Assistants, Program Assistants, and Substitutes to support assigned Primary Classroom
- Provides Assistants and others in the classroom observations, offering feedback and supporting goals
- Creates and supports an equitable and inclusive classroom for all children
- Aligns with the school's mission to nurture curiosity and guide each child's joyful quest to reach their intellectual, spiritual, social and emotional potential within a diverse, supportive learning community
- Manage communications with parents including email and newsletter updates
- Provide clear, positive and effective communication with families and children/students
- Plan and hold parent education programs for classroom
- Plan, manage, and conduct Parent Teacher Conferences twice a year
- Partner with Sr Director of Education and other staff regarding student support
- Required to support and meet all licensing requirements in the classroom and for the school
- Required to take necessary and required trainings
- Recruitment and admissions support- collaboration with Director of Admissions
- Ensures staff leadership training and professional development for guides and assistants with duties to lead trainings and/or seeking out training for staff
- Support AMI principles
- Ensure high fidelity Montessori Primary Classroom
- Supports admissions program and educates and informs prospective families about Montessori education and promotes TPMS Elementary Programs
- Conducts and hosts current and prospective family observations
- Attends all staff meetings
- Holds meetings with direct Classroom Assistants in planning for in-service days
- Active and integral member of the school education team
- Upholds and contributes to the school's ongoing work in creating an AntiRacist and AntiBiased school environment
- Maintains confidentiality of information regarding students, staff, parents, families, board members, donors, funders, and school issues
- Performs responsibilities in an ethical and professional manner
- Performs other related duties as assigned

- Acts as a collaborative colleague with respect, compassion, stewardship, integrity and striving for excellence in Montessori education

REQUIRED QUALIFICATIONS

- AMI Primary Montessori Certification
- Bachelor's Degree in Education
- Successful experience working with parents and families in a school setting
- Successfully pass ODE ELD criminal background check
- 2 years minimum of successful lead teaching in a Primary Montessori Classroom

Preferred Qualifications, Skills, and Abilities

- Experience with Equity, Diversity, Inclusion or Anti-Bias Anti-Racist (ABAR) training
- Master's Degree in Education
- Excellent interpersonal, communication and organization skills
- Establishes and maintains cooperative and effective working relationships with others
- Individual should be able to exercise a high degree of collaboration and confidentiality
- Ability to work collaboratively with a diverse group of individuals
- Ability to work independently
- Experience with licensing, teaching and school compliance
- Ability to meet deadlines and balance competing priorities

PHYSICAL REQUIREMENTS

- Ability to bend and lift up to 30-40 lbs. on a regular basis.
- Full range of motion to serve children as necessary.

SPECIAL REQUIREMENTS

- Enrollment in the Central Background Registry, which is required for this position.
- Must have "Intro to Child Health and Safety", "Prevention is Better than Treatment", "Safe Sleep", CPR First Aid and "Recognizing and Reporting Child Abuse and Neglect" within 30 days of hire.
- Ability to work evenings and weekends when needed.

HOW TO APPLY

- Please send resume and cover letter to andrea.oneill@portlandmontessori.org with the subject line "TPMS AMI Primary Guide Applicant"
- Applications reviewed on rolling basis until closing date

The Portland Montessori School is an equal opportunity employer. We are committed to building a diverse and inclusive staff.

This job description is not intended to be a comprehensive list of the duties and responsibilities of the position. The duties and responsibilities of this position may change without advance notice.