



Toddler Community Lead Guide

Hours: Monday - Friday, Full Time (or daily hours flexible after 1pm)

Status: Full Time, salary + benefits including health and dental insurance, retirement plan with matching contribution, 60% tuition discount for staff children, and more. Options for AMI 0-3 training sponsorship available

Start Date: Summer/Fall 2023

The Toddler Community Lead Guide supports toddler children (ages 16 months - 3 years) in an authentic Montessori environment. This includes preparing the environment each day, managing the classroom of children and assistants, guiding children through daily transitions, keeping accurate records, giving presentations, assessing children's progress, frequent communication with parents and colleagues, ongoing professional development, and leadership within the community.

The Lead Guide collaborates with colleagues and the school's leadership in the design and implementation of innovation within the context of the school's overall programs and mission. We seek a talented, AMI-trained individual to become an important part of a passionate and supportive team of colleagues. Ideal candidates will have experience in creating an equitable, anti-racist/anti-bias Montessori environment or a desire to grow in the area.

Basic/Educational Qualifications:

- AMI Assistant to Infancy Diploma (required)
- 2+ years experience with children ages 16 months - 3 years (preferably in a lead position and/or in a Montessori Toddler environment)
- First Aid and CPR training (current or within 90 days of hire)
- Background Clearance

Additional Qualifications:

- Exceptional intuitive skills in connecting and building strong relationships with children and families
- Strong classroom management skills
- Excellent leadership, communication, delegation, collaboration, and supervisory skills, flexible and open to changes in routine and other variables that come with being part of leading a classroom.

- Passion and commitment to the Montessori method; possessing the knowledge, skills, and energy needed to maintain AMI standards.
- Models integrity, curiosity, responsibility, creativity, and respect for all persons as well as inclusivity toward racial, socioeconomic, family structure, cultural, and gender diversity.
- Demonstrates a commitment to anti-racist and anti-bias learning and action.

Lead Guide Job Description (including, but not limited to):

Operations

- **Safety.** The Lead Guide is responsible for the safety and welfare of the children. This includes training and supervising children in fire and tornado drills. The Lead Guide reports any and all accidents and incident reports at once and keeps current CPR, First Aid, Abusive Head Trauma, and Blood Borne Pathogen training, as well as all trainings required by the Minnesota Department of Human Services, as necessary. The Lead Guide helps to ensure compliance with all licensing requirements.
- **Children.** The Lead Guide is responsible for the physical and mental well-being as well as intellectual and social development of the children at all times. The Lead Guide will provide individualized and small group lessons according to AMI principles and follow a dependable procedure that is cohesive with Montessori pedagogy for conflict resolution in the school. The Lead Guide models integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for ethnic, cultural, gender, and economic diversity.
- **Daily Flow.** The Lead Guide plans out the daily, weekly, and yearly flow of the class according to what is directed by the Montessori training. The Lead Guide will support routines for scheduling and transition times such as arrival and departure, lunch, recess, nap, afternoon scheduling, etc.
- **Assessment.** The Lead Guide will conduct the assessment of each child's growth towards developmental goals as directed by principles of AMI and CHMS policy.
- **Special Events.** Lead Guides are to be present at school events and to take a leadership role in representing the school to the larger community. School functions include Parent Teacher Conferences, Open Houses, New Child Visits, Family Education, and Community Events. In addition, Lead Guides are expected to develop and lead one Family Education event per year.

Preparing the Environment

- **Environment Planning and Care.** The Lead Guide helps to prepare the classroom environment prior to the opening week of school and maintains this throughout the year according to the Montessori principles as outlined by AMI. The Lead Guide is responsible for organizing and maintaining the complete Montessori environment (indoor and outdoor).
- **Material Making.** The Lead Guide will make and procure materials in accordance with the Montessori training. Materials should be complete, in good repair, and maintained in accordance with Montessori principles of beauty, order, and simplicity.
- **Daily Cleaning.** The Lead Guide is responsible for overseeing the completion of closing and maintenance tasks each day by assistants, including caring for classroom materials, indoor and outdoor environments, cleaning, dishes, and laundry duties.

Communications

- **Communication.** The Lead Guide will communicate regularly and openly with the assistants, aides, the Head of School, and other staff members.
- **Meetings.** The Lead Guide is expected to attend monthly staff meetings as well as biweekly faculty meetings.
- **Parents.** The Lead Guide maintains strong communication and positive relationships with parents, characterized by mutual respect and goodwill.
- **School Newsletter.** The Lead Guide will write an article for the school newsletter each month.

Other Responsibilities

- **Professional Development.** The Lead Guide will find and utilize opportunities to grow professionally in accordance with goals set with the Head of School and are expected to attend, and are supported in attending, professional development opportunities throughout the year.
- **Administrative Responsibilities.** The Lead Guide is expected to support the school and its leadership to know and follow school policies as described in the Employee Handbook, Guide Handbook, and Family Handbook.
- **Supervision of Assistants/Aides.** The Lead Guide participates with the Head of School in the interviewing of assistants and aides. The Lead Guide also trains and supervises assistants and aides, facilitating their understanding of Montessori principles and practices.
- **General.** The Lead Guide collaborates with colleagues and the school's leadership in the design and implementation of innovation within the context of the school's overall programs and mission.

About Cathedral Hill Montessori School:

We are a nonprofit Montessori school in St. Paul with one Toddler Community and two Children's Houses, offering a year round authentic Montessori experience. Located in the historic Cathedral Hill District, the school is attached to a bed & breakfast and residence and is situated across the street from a park and playground.

Our mission is to provide a safe, beautiful and authentic Montessori learning environment; to serve an inclusive community of multicultural and economically diverse families; and to support children in becoming confident, independent, and compassionate members of society.

We are fully recognized by the Association Montessori Internationale (AMI).

Please inquire or send a Resumé and Letter of Interest to:

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