

Children's House Lead Guide

SUMMARY

Plans and develops, under the guidance of Administration, instructional materials, lessons, and other activities to support Cornerstone Montessori School and Cornerstone Montessori Elementary School's goals and objectives in accordance with the mission statements for each school. The Lead Guide is responsible for planning, organizing, and providing learning experiences for the children in an authentic Montessori environment. The Lead Guide evaluates the needs and abilities of children and determines methods and techniques to best present and provide instruction to children across all subject areas. The Lead Guide assures children show continuous improvement in learning basics and essential skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Instructional Activities

Classroom Management

Curriculum Planning and Development

Child Information and Evaluations

Public/Parent Relations

Professional Growth

Administrative Responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This position requires subject matter expertise in educational programs, and curriculum and instructional strategies. Previous experience teaching in a Montessori setting is preferred; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability to perform the work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree from an accredited institution
- AMI 3-6 Diploma
- Current State of Minnesota Teaching License for K-6 or Birth-3
- Required DHS certifications
- First Aid and CPR certification

FOR MORE INFORMATION

Please contact Alyssa Schwartz, alyssaschwartz@cornerstone-elementary.org, for a complete job description or to apply. The position start date is June 17, 2024.