

JOB POSTING 08/09/2023.

## **Lead Primary Guide/Teacher at our Alder Montessori School**

School Year 23-24 – job posted until position is filled.

Are you a Montessori Guide who loves bringing a Montessori primary classroom to life, works with a collaborative approach, is committed to equity, and genuinely enjoys people (young children and adults)?

We are seeking qualified applicants for a Lead Primary Montessori Guide at our Alder Montessori School which provides high-quality Montessori early childhood education free of cost to low-income children and families. Alder Montessori is co-located at Alder Elementary School, within the Reynolds School District, and serves children ages 3-5 within our two multi-age classrooms. Most of our children enter as English language learners. Our team works collaboratively with multiple partner organizations on behalf of our students and families. A successful candidate will be “We focused”, bring dependability, creativity, joy, positive enthusiasm, professionalism and a dedication to equity and high-quality Montessori early childhood education.

The Guide will be responsible for presenting and integrating primary (Preschool) curriculum for students, facilitating parent engagement/education and conferences, record and data management, and student assessment. The Guide will receive support from our Montessori School Manager, provide day to day coordination and oversight to the bilingual classroom assistant (s) and collaborate modeling grace, courtesy and compassion with all children and adults. Guides with less than 2 years of experience as a Lead Primary Montessori Guide will be provided active training from internal and external sources, as well as regular classroom observations/and coaching throughout the year.

### **Qualifications:**

**Experience Required:** 1 or more years as lead Montessori primary guide/teacher.

**Education Required:** 1) University undergraduate degree in a relevant field of study, **and** 2) AMI Montessori primary teaching diploma.

### **Preference for Candidates with one or more of the Following Qualifications/Experience:**

- Bilingual – Spanish and English, verbal and written (our priority)
- 3 or more years as a lead Montessori primary guide/teacher
- Experience working in the public school system.
- Master’s degree in early childhood education or special Education

**Skills, Knowledge and/or Abilities Required:**

- Skills to motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support personnel, evaluate performance.
- Knowledge of age-appropriate teaching methods, Montessori method, and individualized student assessments and education planning.
- Strong personal and classroom organizational skills, attention to detail and a sense of collaboration.
- Abilities to perform a variety of specialized and responsible tasks, maintain records, establish, and maintain cooperative working relationships with students, parents/guardians, other school personnel, meet schedules and deadlines.
- Significant physical abilities include mobility in the classroom, lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

This position requires Oregon Fingerprint and Criminal Check clearance, First Aid and Cardiopulmonary Resuscitation Certificate attained promptly prior to teaching in our classroom.

**Compensation and Benefits: This is a full-time 10-month salaried exempt professional position. The hiring range for this position is \$50,000 to \$66,400, D.O.E.**

Join us in bringing tuition-free high-quality Montessori education to children and families at a public-school setting in collaboration with agency partners! We care for you and our families. Our benefit package includes but is not limited to:

- Paid health, alternative care, dental and vision insurance for employees.
- Paid time off during school winter and spring break
- Paid sick leave (10 days)
- PTO – 4 days
- Paid holidays (Labor Day, Veteran's Day, Thanksgiving and Thanksgiving Break, Christmas Day, New Year's Day, Martin Luther King Day, President's Day & Memorial Day. Juneteenth is also a paid holiday for staff who work during that week.
- 403(b) Pretax and ROTH retirement plan
- Short & Long-term disability insurance
- \$50,000 Term Life Insurance
- Ongoing professional development opportunities
- Relocation financial assistance

AEME is a young non-profit which is poised to soon open new tuition free Montessori early childhood education programs to neighborhoods within the Portland Metro community. The position's schedule is based around our partner school districts' calendar (Reynolds School District).

**To Apply:** AEME Is an Equal Opportunity Employer committed to equity, diversity, and inclusion. We value a diverse workforce to attain our mission and support our families.

To be considered for this position, please apply at the following job portal link:

<https://aeme.bamboohr.com/careers/27?source=aWQ9MTk%3D>

For more information on this job opportunity (hiring process/timeline, salary determination structure, school model, detailed job description and essential work duties, etc.) please send an email to: [lberry@montessori-equity.org](mailto:lberry@montessori-equity.org).