

Job Posting

Lead Primary Guide/Teacher at our Alder Montessori School

School Year 24-25 – 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)? Do your eyes light up when **every** young child enters their classroom? Are you comfortable or confident in including and supporting young children who may have delays or disabilities within a Montessori classroom? Do you view the classroom and the educational materials as the children's? Are you eager to connect and partner with your parents? Are you interested in bringing the best of Montessori practices and adapting your approach in a collaborative manner to meet the needs of our students, families, and mission?

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, with Spanish as the primary language. 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 and qualify as ORO Step 9 or higher.

Candidates must either have an AMI Montessori Primary Diploma/Certificate OR be actively enrolled in AMI Primary Montessori Training Program at Montessori Northwest and will graduate in summer of 2024. Candidates must be able to demonstrate strong mastery of Montessori principals, how to use the Montessori primary educational materials and lessons, and plan and document lessons for a classroom and individual student.

The Guide will be responsible for presenting and integrating primary (Preschool) curriculum for students, facilitating parent engagement/education and conferences, record and data management in Transparent Classroom, and student formative assessments. The Guide works in partnership with the classroom assistants to provide lessons and care for the children's educational and personal needs and will provide skill training and coaching to the classroom assistants on materials, and ensure the classroom and adults offer a fully prepared high-quality Montessori learning environment.

The Guide will need to be able to work exceptionally well with special education providers via MECP, and our student services specialist within the classroom environment. This includes

providing a welcoming environment and providing information and mini lessons on Montessori materials to promote a collaborative environment and the ability of these specialized educators to support the students within the classroom. The classroom belongs to the students.

Demonstrated ability to treat children and adults with respect, kindness and dignity in all situations and work collaboratively to integrate and implement adaptive services and approaches into day-to-day work and the physical space as recommended by special education peers. 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. The Guide will be expected to actively participate in parent-focused activities and ready to provide occasional home visits. A personal dedication to DEI values and anti-racism and will engage and sustain at prominent level to integrate values into work. Guides will be provided active training from internal and external sources, as well as regular classroom observations/and coaching throughout the year and employment with AEME.

Qualifications:

Experience Required: 1 or more years as lead Montessori primary guide/teacher in a high-fidelity Montessori Classroom. If currently earning AMI Montessori Primary diploma, then 2 or more years as a Montessori primary assistant in a high-fidelity Montessori Classroom.

Education Required: 1) AMI Montessori primary teaching diploma. & 2) Associates or BA degree in a relevant field of study.

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

- 5 or more years as a lead Montessori primary guide/teacher (high fidelity Montessori), post AMI Primary Montessori diploma attainment
- Bilingual – Spanish and English, verbal and written (our priority)

Secondary Preference for Candidates with the Following Qualifications/Experience:

- ORO Step 10 or master's degree in early childhood education or special education
- Bilingual in other languages within our family/community
- Experience working in the public school system.
- Has valued lived experience or professional development skill set relevant to our student/team needs.

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. Must have depth of understanding on the use of the Montessori primary materials and lessons.
- Ability to be self-aware of their facial expressions, words, tone, and body language and bring a consistent kid & parent positive perspective and presence into the sacred joyous space of a classroom.
- Strong personal and classroom organizational skills, attention to detail and a sense of collaboration.
- Strong verbal communication skills and self-awareness with the ability to work within a diverse team of people, especially young children and their parents with tact, diplomacy, and compassion.

- Reliable, consistent, and dependable.
- Ability to be tolerant of children's frequent noises of various pitches and tones as well as odors of extreme variants.
- Demonstrates ongoing interest in personal and professional growth.
- 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 and additional training that the successful candidate will need to complete upon hire and 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 \$68,900, 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:

- 100% paid dental and medical (includes alternative care & vision) insurance for employees. Option for dental and medical insurance with 20% employer contribution.
- 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
- 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/33?source=aWQ9MzA%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: info@montessori-equity.org.