



Sunstone Montessori School located in SE Portland's Woodstock neighborhood is seeking a Lower Elementary Guide to join our Elementary Program beginning August 2024.

The Lower Elementary Guide will lead an established classroom with 28 students. This position works within the Elementary Program that consists of two Lower Elementary Classrooms, and one Upper Elementary classroom, a Spanish Instructor, an Elementary Educational Support Specialist, and a Program Director. We also have one Toddler classroom and three Children's House (Primary) classrooms at the Woodstock Campus and two Toddler classrooms and a Middle School at the Milwaukie Campus

Work hours are Monday to Friday 8:00 a.m. – 4:00 p.m. during the school year with occasional evening and weekend commitments. This position is salaried, exempt, and benefit-eligible (medical, dental, and vision insurance, and more).

The salary range starts at \$56,000 and is commensurate with experience.

Elementary Guides must have a Bachelor's degree, an AMI Elementary Montessori Certification and Montessori Elementary classroom experience. They will ideally possess strong communication and organizational skills, embrace professional teamwork and collaboration, and bring a kind spirit to the important work of building relationships with students, parents, and colleagues. Art/music abilities, physical education/movement skills or facility with Spanish language are helpful supportive skills.

All individuals must register with Oregon Department of Education Early Learning Division, Central Background Registry prior to hire.

Interested applicants are invited to submit the following documents to Caitlin Sweeney, [csweeney@sunstonemontessori.org](mailto:csweeney@sunstonemontessori.org)

- A cover letter describing why you are interested in this position
- A resume detailing education, professional experience, and relevant training and certifications
- Three references, including their contact information and your connection with them

## **Elementary Guide Job Description**

The Elementary Guide's job is to prepare and maintain a Montessori Elementary environment, and to implement a Montessori Elementary program according to the AMI Montessori Elementary training. The information that follows outlines the essential functions for this position in all aspects and areas of your teaching responsibilities. The ability to work independently as well as with others are two of the many essential functions of this position.

This position reports to the Head of School and shares responsibility with all staff members for creating a culture of accountability and for taking ownership of the results we achieve as an educational institution. This is a full-time position that includes, but is not necessarily limited to, the following responsibilities:

- Observe children's development and behavior in order to present appropriate lessons, material, and experiences.
- Present Montessori lessons as appropriate.
- Support children's developing independence and responsibility using work journals and regular student-teacher conferences.
- Develop and maintain a Going Out program.
- Create and maintain an orderly, respectful, and physically and emotionally safe classroom environment and culture.
- Foster children's intellectual and personal growth and independence.
- Supervise and direct the classroom assistant.

### **MAINTAINING THE CLASSROOM ENVIRONMENT**

- Maintain a clean and neat classroom environment.
- Make and maintain materials as appropriate.
- Communicate material and environment needs to the administration.

### **OUTDOOR PLAY**

- Ensure safe travel to and from the outdoor play environment.
- Supervise safe, constructive outdoor play daily (when possible).

### **RECORD-KEEPING AND PLANNING**

- Maintain complete, accurate, and up-to-date records of children's personal and intellectual development.
- Regularly plan appropriate lessons for each child.

### **COMMUNICATION**

- Communicate effectively with the Assistant and Administration as needed.
- Communicate regularly with parents regarding children's personal and intellectual development and any issues that arise. This includes:
  - twice yearly conferences, or more often if needed
  - written summaries of children's work and development twice yearly
  - monthly classroom notes or newsletter
  - notes or telephone calls regarding issues, concerns, achievements, etc., as needed

## **GENERAL BEHAVIOR EXPECTATIONS**

- Support children's independent functioning whenever possible.
- Maintain warm, respectful and compassionate relationships with children.
- Have a professional and positive attitude with families as well as with fellow staff members.
- Maintain a neat and clean appearance.
- Be punctual and present in the classroom during agreed-upon work hours.
- Maintain required professional qualifications, including:
  - Current CPR/1<sup>st</sup> Aid certification
  - Current Food Handlers certification
  - Current registration in the Criminal History Registry
  - Recognizing and Reporting Child Abuse and Neglect (RRCAN) training
  - Intro to Child Care Health and Safety (ICCHS) training
  - Prevention is Better than Treatment training
- The general safety of the children, including:
  - Fire Safety
  - Earthquake Preparedness
  - Chemical and general science safety

The teacher is responsible for seeing that these standards are being applied in their classroom and on any outing for which they are responsible.

## **DAYS/HOURS OF WORK**

- Elementary program hours are 7:30am to 4:00pm during all school, classroom preparation and takedown, and in-service days during the designated school year or as outlined in the School Calendar.
- Attend all Whole Staff and Guide meetings
- Attend all parent nights and community events to which you are assigned.
- Use additional time as necessary for parent communication, maintenance of the environment and materials, planning and record-keeping, and other activities necessary to conscientiously carry out the work in this job description

## **PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is regularly required to talk or otherwise communicate, hear and observe the children and employees and their surroundings.
- The employee frequently is required to stand, walk, sit; use hands and feet; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must lift and/or move up to 50 pounds.
- Specific vision requirements include the ability to see at close range.
- Fine hand manipulation.
- Strong, focused mental acuity is required to efficiently analyze, process, manipulate and accurately record the extensive amount of data and other information that serves as the basis for the primary duties of this position.
- Emotional fortitude and ability to regulate emotions and maintain appropriate reactions and responses to emergencies and non-emergency situations that may arise in the workplace.
- Patient and calm demeanor to provide a nurturing learning and working environment.

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the position successfully. Reasonable accommodations may be made for individuals with disabilities to assist them in performing the essential functions of their positions. Please contact the Head of School if you need an accommodation.

This job description is not an employment agreement or contract. It is intended as a general guide of the duties and tasks we may ask you to perform as part of your employment with us. It is by no means an exhaustive list of all of your duties or responsibilities with us. Job descriptions are a dynamic living document that changes as business needs change. We may elect to clarify, change or even add to this job description and your list of assigned duties in the future. We operate as a team at Sunstone Montessori School, and from time to time you may be asked to perform tasks that you may have observed other people doing. Performing all tasks that you may be asked or assigned to do is an important part of being a team member.