



Permanent Substitute Lead Guide Job Posting

Heartwood Montessori School, located in Northeast Minneapolis, is hiring a permanent substitute from January 3rd, 2022 to May 27, 2022. This position will overlap with the current Lead Guide, who will be taking a leave of absence during the second half of the school year in order to integrate seamlessly into the classroom.

Summary:

This position reports to the Head of School. The Lead Guide is responsible for the general supervision and management of a class. This position requires love, patience and respect for children. We must encourage the children to be independent and model for them appropriate manners and behaviors. The Lead Guide will support children in activities designed to promote social, physical, emotional, and intellectual growth following the philosophies of Maria Montessori.

Qualifications:

A college degree, (AA or higher) in Child Development, Early Childhood Education, Elementary Education, or equivalent (60 college credits with 30 hours in ECE). An Early Childhood Montessori Certificate from either AMS or AMI.

Skills:

- Extensive knowledge of Montessori philosophy and practice.
- Ability to develop rapport with children, parents and co-workers.
- Effective interpersonal, communication, and problem-solving and conflict-resolution skills.
- Excellent time-management, organization, planning, and leadership skills
- Ability to apply Montessori practice to successfully engage children and foster physical, emotional, cognitive and social development.
- Ability to exercise tact, discretion and confidentiality

Responsibilities:

Responsibilities include, but are not limited to, the following:

- Adhere to company and safety policies & procedures, including licensing & educational requirements.
- Maintain appropriate records and reports to satisfy licensing and school policies.
- Effectively train, supervise and utilize assistant, aide, and volunteer staff working in the same environment.
- Work with this team to ensure that all materials and furnishings are kept to the highest standards of sanitation and repair.
- Conduct regular observations of individual children, and the group as a whole
- Conduct formal parent/teacher conferences.
- Establish and maintain cooperative working relationships with children, parents and

co-workers.

- Participate in planning, and attend all open houses, school meetings, and events.

If interested, send cover letter and resume to Emily at: info@heartwoodmontessori.org