

JOB DESCRIPTIONS AND RESPONSIBILITIES

Guide

The Guide helps direct student activities academically, emotionally, and physically in a prepared Montessori environment that challenges each child to reach their fullest potential in these developmental areas, in accordance with Montessori philosophy and procedures for the age group in which the Montessori diploma is held. The Guide is responsible for maintaining the operation of the classroom in accordance with state guidelines. Guides perform their services under the direction and supervision of the Head of School.

Adherence to Montessori Philosophy, Principles, and Practice

The Guide shall conduct their class in a manner that is consistent with Montessori philosophy, principles, and practices as articulated by the Association Montessori Internationale (AMI) and the Head of School.

Hours and Physical Requirements

The Guide shall be present during the hours of school operation in addition to working whatever other time is necessary to conscientiously carry out all items in the job description. This includes:

- Maintaining a prepared environment in the classroom so that:
 - Materials are clean, complete, and in good repair; develops and makes materials as needed
 - The classroom environment itself is clean and repairs are made or reported
- Being physically and psychologically prepared at the time of the children's arrival
- Providing supervision of children until all have been dismissed or taken to the PM Care program.

Working with Support Staff and the School Community

The Guide will meet with their assistant(s) and other support staff on a monthly basis and otherwise, as needed. Communication with the teacher's assistant(s) is of the utmost importance and will be an integral part of each day. The Guide will treat their assistant(s) respectfully whilst also providing direction. The Guide will supervise the classroom assistants, interns, substitutes, community volunteers, and may supervise some Leads. They will provide necessary instruction and training for those working in the classroom environment.

Guides will participate in the general and overall upkeep of all-school areas and shared environments within the school. Guides are be responsible for the cleanliness and maintenance of their classroom environments.

Record-Keeping

Guides will be sure that office/classroom files for each child are kept up to date. The following will be provided to the Head of School who will determine what becomes part of the child's permanent record:

- Attendance reports
- Accident/Illness/Behavior reports
- Copies of important communications with caregivers
- Annual children's assessments and observations
- Records of lessons presented and activities chosen

The Guide will keep on-going written records for each child for lessons given, work done, lessons needed, and incidental observations on work and behavior. The Guide will provide a summary of each child's work promptly at the end of each academic year (or at the time of a child's departure from the school). These assessments are given to the Head of School when completed. Assessment of the children will focus on academic progress and social development, but will also take into consideration other aspects of development.

The Guide will maintain confidentiality in regard to the assessment of children. If any part of the child's permanent record is taken from the school premises, it must be signed out through the Head of School before it is taken.

Professional Development

The Guide will attend all staff meetings and other staff functions scheduled by the school's Head of School. The Guide will take responsibility for their continued professional development by attending workshops and seminars, observing at other schools, and developing skills and interests (e.g., art, music, etc.) that enrich both personally and professionally.

- The Guide will maintain records of and stay within classroom budget every year.

Health and Safety

The Guide is expected to have RRCAN, ICCHS, PBBT, FFL, and ASQ training, as well as approved First-Aid/CPR/AED Trainings, and to keep them (and other required trainings) up to date as needed.

The Guide will be aware of and carry out all health and safety standards, including but not limited to:

- Food Handling
- Fire/Emergency Safety
- Earthquake Preparedness
- Lockdown Procedures
- The school's child health and safety standards

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

Communication

The Guide will ensure respectful, professional, timely, and open lines of communication with families and staff. Be available to families and staff through written and verbal communication, setting up conferences, meetings (as needed), and educating the community in Montessori philosophy. This includes but is not limited to:

- Conferences (twice each year, or as needed)
- Written notes, communications, etc.
- Regular and consistent communications (via journal, email, Transparent Classroom, etc.)
- Written evaluations (twice each year, or as needed)
 - Usually in the form of Conference Reports
- Family meetings (as scheduled by the school)
- Plan and host Community Education events throughout the year.
- Collaborate with colleagues and the school's administration in the design and implementation of innovation within the context of the school's overall program and mission.
- Model integrity, curiosity, responsibility, creativity, and respect for all persons as well as an appreciation for racial, cultural, and gender issues and diversity.

Any communications addressing sensitive issues should be copied and given to the Head of School. The school's communication policies, as stated in the staff handbook, will be followed at all times.