

Summary

Amherst Montessori School seeks a temporary **Certified Infant/Toddler Lead Guide** to cover maternity leave in our Infant class, beginning August 21, 2017. Coverage will continue for duration of maternity leave (anticipated 12-weeks).

The temporary Lead Guide will work closely with a teaching team to create a successful learning environment for each child. The ideal candidate will be passionate, dedicated, and enthusiastic about fostering a lifelong love of learning and inner purpose, and will demonstrate the following: a strong commitment to the profession; effective organizational and communication skills; excellent classroom awareness and the ability to communicate with infants through facial expressions and words; genuinely enjoy working with young children; a deep love and understanding of child development birth-three years old, and an ability to work as a strong team member. Montessori experience highly preferred.

Responsibilities

The Classroom: Cultivate a nurturing, respectful, inspiring, and safe learning environment.

- Provide and support learning experiences in accordance with best practices for Infant development.
- Collaborate and support team members throughout the classroom and the school to effectively develop, share and participate in learning activities.
- Assure that the school's Montessori approach is respected, that the environment is beautifully maintained, and individual student needs are well addressed.
- Keep accurate records on individual students' development.
- Provide supervision over the classroom community and children's activities, with keen awareness of the functioning of the whole while also paying attention to individual and small group needs.

Student Family and Support: Ensure warm and effective connection between home and school, and support ongoing communication among the triad of parents, students, and the teaching team.

- Provide daily log of each child's activities for parents
- Provide parent-teacher conferences to deliver feedback on students' intellectual, emotional, and social development.
- Create well written, educational and insightful quarterly progress reports and newsletters.
- Participate in our inspiring parent education events.
- Respond to parent inquiries respectfully and effectively.
- Support communication to parents according to school guidelines.

Administrative Responsibilities: Assist in the efficient and effective management of the school.

- Follow protocols for managing information and completing requests.
- Observe all school deadlines (i.e. submitting classroom newsletters, preparing progress reports, etc.).
- Attend staff meetings and school special events.

- Maintain open communication with administration and colleagues and voice concerns to and seek help from administration in a timely and positive manner.
- Supervise classroom assistants; offer leadership and mentorship to assistants.

Community Leadership Responsibilities:

- Schedule and lead team meetings with staff.
- Provide positive and critical feedback for assistants.
- Be a role model to our students, staff and community.

Qualifications

- Early Childhood Education BA/BS Degree Required, MA preferred
- MA Department of Early Education and Care Lead Toddler Teacher Certified
- Experience working with young children
- Understanding of Montessori Philosophy
- Ability to work collaboratively with faculty to enhance whole school learning environment
- Commitment to best practices in education
- Commitment to meeting the needs of each child
- Montessori 0-3 Teaching Credential from either AMS or AMI preferred
- Montessori Teaching experience preferred

Competitive Salary and Benefits

This position is temporary during maternity leave for current lead guide. Position begins August 21, 2017. Occasional weekend and evening hours. Competitive salary, dependent on experience.

Contact Information

To apply, candidates should send the following information via email to Gretchen Courage, Director of Education at gcourage@amherstmontessori.org:

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| ● Résumé | ● Copy of MA DEEC Certification |
| ● Cover Letter | ● Copy of Montessori Credential, if applicable |
| ● 3 Reference Contacts | |

Amherst Montessori School is an independent, non-profit school serving children age 6 months through 12 years. Founded in 1970, AMS is located in Amherst, Massachusetts, nestled in the Mt. Holyoke mountain range. This is a beautiful and culturally rich part of New England, and is a wonderful place to live and raise a family. We are a hard-working group, and welcome your intelligence, creativity, passion and vision as we cultivate our school. Review of applications will begin immediately, and will continue until position is filled.