



## Elm City Montessori School Elementary Guide Job Description

Elm City Montessori School (ECMS) seeks experienced educators committed to Montessori education as a vehicle for social justice and to help establish Montessori as an exemplary public education model in New Haven. ECMS, New Haven's first public Montessori school, opened in the fall of 2014. As Connecticut's only local charter school, ECMS works closely with the New Haven Public Schools and enrolls a racially and socioeconomically diverse student population. The school community is actively engaged in Anti-Bias Anti-Racist (ABAR) work in the school and surrounding community.

### **About the Position**

The Guide reports to the Principal and supervises the Classroom Assistant(s).

**Job Goal:** The Elementary Guide plays a key role in the success of the school. S/he will facilitate and support the education and socio-emotional development of children ages 6-9 in a single classroom within a fully implemented Montessori PK-8 program.

**Required Qualifications:** All Guides must be dual-certified, possessing both a CT public school teaching credential and either AMI or AMS accreditation.

**Preferred Qualifications:** The ideal applicant is an expert in the Montessori Method who has experience teaching in an urban, public school setting, collaborating as a member of a teaching faculty, supervising adults, and modifying instruction for students with special needs. S(he) is kind, caring, compassionate, enthusiastic, well-organized, and creative with excellent written and oral communication skills. Bilingual preferred.

### **Responsibilities:**

#### **Instruction**

- Utilizes research-based best practices in Montessori curriculum and instruction
- Creates a student-centered learning environment appropriate to the intellectual, physical, social, and emotional needs of all learners
- Develops and modifies, as necessary, instructional materials to appropriately meet the academic, physical, and socio-emotional needs of all learners
- Monitors appropriate use and care of equipment, materials and facilities
- Repairs or replaces broken classroom materials and equipment in a timely fashion

#### **Assessment**

- Monitors and evaluates student development and learning outcomes using appropriate Montessori formative and summative assessment guidelines
- Creates and utilizes appropriate tools for reporting academic, physical, social, and emotional development
- Utilizes the school's electronic progress monitoring system to track student attendance and progress toward mastery in each academic discipline

### **Communication**

- Communicates and interacts regularly and appropriately with students, parents, faculty, staff, administration, and all other stakeholders
- Maintains all appropriate records and follows required procedures and practices.
- Keeps confidential information about students and families confidential at all times.
- Makes two documented home visits per family each year

### **Miscellaneous**

- Maintains all professional certifications necessary
- Seeks opportunities for professional development
- Maintains positive relationships with students, parents, faculty and staff
- Attends and actively participates in all required staff meetings and trainings
- Other appropriate duties as assigned in compliance with union regulations

### **Compensation**

Competitive salary, commensurate with experience, and comprehensive benefits package.

### **To Learn More and Apply**

Interested applicants may send resume and cover letter to [info@elmcitymontessori.org](mailto:info@elmcitymontessori.org). Please visit our website at [www.elmcitymontessori.org](http://www.elmcitymontessori.org) to learn more about Elm City Montessori School. Elm City Montessori School is an equal opportunity employer and people from diverse backgrounds are strongly encouraged to apply.