

Faculty Development Job Description: Lead Guide/ Co-Guide

Job Summary:

The Lead Guide, with the support and supervision of the Director of Education and Administrative Assistant, is expected to establish and maintain a quality educational program, which follows the Montessori philosophy and pedagogy and Early Childhood Education model by fulfilling the following responsibilities:

Educational Duties: duties include, but are not limited to, the obligations to:

- Guide and supervise all students in Lead Guide's class in the Montessori method and curriculum in all academic and specialty areas of study. Prepare materials and maintain their cleanliness and good condition/repair.
- Be always responsible for the safety and physical well-being of all students in your charge.
- Assist in the maintenance and cleanliness of classroom and all shared spaces at school.
- Demonstrate the ability to relate joyfully to children.
- Exhibit emotional maturity and stability.
- Demonstrating appropriate and professional behaviors at all times when in the school building, during classroom, outdoor times, and whenever you are in the surrounding school neighborhood.
- Be proactive at sharing your Montessori and child development knowledge with parents.
- Address all school (parent, team, child) issues immediately with Vice Principal
- Prepare and have available weekly lesson plans and record students' progress.
- Prepare a written "Child Communication Log" sheet for any child that you have a concern about. File this in the Directors communication logbook located in the main office. Review the form weekly for follow-up indicated by the administration. Maintain confidentiality of the information in this book by never removing it from the office.
- Prepare and submit monthly lesson plans to Director of Education/VP
- Organize work so that daily time is available for recordkeeping, meetings with assistants and with Director of Education (Vice Principal) and parents as deemed reasonably necessary by School.
- Maintain ongoing communication with team members. Share all information given at weekly staff meetings with the Guides and assistants on your team.
- Plan and implement a classroom schedule identifying a fair and equitable distribution of job responsibilities for all adults to follow.
- Supervise, guide, and teach all substitute and Assistant teachers in the Montessori method.

Administrative Duties:

Rochester Hills Campus: 3976 S. Livernois Rd. Rochester Hills, MI. 48307

Crystal Lake Campus: 825 Golf Dr. Pontiac, MI. 48341

office@themsr.net Phone: 248.453.5757 www.themsr.net

- Be in attendance at all staff meetings and after-hour parent meetings, admissions events, or classroom socials.
- Prepare and participate in parent conferences at least twice each School Year, including two evening conferences as determined by School, at its sole discretion, and as requested by parents.
- Communication: Return parent telephone calls within the same day. Check all e-mail messages daily and reply within 24 hours. Check classroom telephone messages twice daily.
- Maintain current ongoing records (communication logs, conference summary forms, observation notes) on all students in your charge and have same available for School's review upon request. Maintain the confidentiality of all such records.
- Record observations on all children using the required recordkeeping system provided by the school.
- Organize notes for and write all reports requested by outside agencies and ongoing schools, in addition to end-of-the-year reports for all eligible students, in a timely manner.
- Maintain the school calendar, memos, training packets and ensure that all information included is updated for the current school year.

Policy/Procedure Duties:

- Always follow school's discipline policy.
- Child Abuse—any incident of unexplained bruises, cuts, burns, etc., or any suspected child abuse should be reported to the Director.
- Follow all School policies and procedures as stated in the Employee Handbook and the School's Rules and Regulations, as presently existing or as may hereafter be amended.
- Follow all standards in accordance with the American Montessori Society, the Middle States Commission on Elementary Education, and the MI Department of Health.
- Report all accidents or incidents immediately and prepare a written report stating the date, time, and nature of the accident and the action taken.

Other:

- Co-Lead Guides must work cooperatively to ensure that all the above is successfully achieved.
- Any additional duties as determined by the Director of Education (Vice Principal) and/or Head of School (Principal).
- Attend open house, parent functions, school concerts, parent education, conferences, team meetings.
- Report broken equipment and/or playground issues to the Director of Education (Vice Principal).
- Work Remotely: No
- Job Type: Full-time
- Benefits: 401(k)
- Schedule: Monday to Friday